



User Guide

Adobe® PageMill™

version

2.0



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Adobe PageMill 2.0 User Guide for Macintosh

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Introduction

Welcome to the Adobe PageMill™ program—page-authoring software for the World Wide Web. With Adobe PageMill you can build and preview text, images, animations, sounds, tables, and links on a Web page. You can drag and drop images, objects, and links directly onto a Web page, and apply standard HTML formats and styles to text without typing any HTML code.

Before using Adobe PageMill, you should have a working knowledge of the Macintosh® and its operating conventions. You should know how to use the mouse and standard Macintosh menus and commands. You should also know how to open, save, and close files. If you need to review these techniques, see your Macintosh user guide.

About this guide

The *Adobe PageMill User Guide* provides detailed information about Adobe PageMill tools and commands. It is designed to be a reference tool in your everyday work with Adobe PageMill. This guide also includes a hands-on tutorial to give you familiarity with the features in Adobe PageMill.

The *Adobe PageMill User Guide* is organized according to the tasks you most commonly perform when creating and managing a Web site:

Chapter 1 is a tutorial that includes step-by-step instructions for creating Web pages. Before you begin the tutorial, you might want to read Chapter 2, “Basic Concepts,” to familiarize yourself with Adobe PageMill concepts and terminology.

Chapter 2 presents fundamental concepts you’ll use in your work with Adobe PageMill, and provides an orientation to the primary parts of the user interface.

Chapter 3 explains how to add text to a Web page. This chapter includes information on applying formats and styles, changing font size and color, and finding and replacing text.

Chapter 4 includes information on how to import and work with images, animations, movies, and sounds.

Chapter 5 describes how to create links to other pages or Web resources. This chapter explains finding and replacing links, creating anchors, and storing frequently used links.

Chapter 6 describes how to use images as image maps. It contains information on both client-side and server-side image maps.

Chapter 7 describes how to create tables, enter data in tables, format tables ,and import tables into your Web page.

Chapter 8 explains how to create a form on a Web page. This chapter includes information about form controls and text-entry fields, and Submit and Reset buttons.

Chapter 9 explains how to create and use frames in your Web pages.

Chapter 10 includes information on uploading your site to a Web server.

Appendix A is a troubleshooting section that helps you solve problems you may encounter when working with Adobe PageMill.

Appendix B is a guide to working in HTML from inside PageMill.

Appendix C is a quick reference for keyboard shortcuts that are not listed on the menus.

System requirements

Adobe PageMill requires the following hardware and software:

- a Macintosh with a 68020 or greater processor (68040 recommended) or a Power Macintosh
- System 7.1 software for the Macintosh or System 7.1.2 for the Power Macintosh. Dragging and dropping between Adobe PageMill and other applications requires System 7 Pro or later. (7.5 or later recommended)
- 4 megabytes (MB) of RAM available to Adobe PageMill or 5.5 MB available for a Power Macintosh (6 MB recommended)
- 10 MB of available hard disk space
- 4-bit grayscale monitor or 8-bit color monitor
- QuickTime 2.1 and the QuickTime PowerPlug (for Power Macintosh only)

Registration

We are confident you will find that Adobe PageMill greatly increases your productivity. So that we can continue to provide you with the highest quality software, offer technical support, and keep you informed about new Adobe PageMill developments, please return the enclosed registration card.

About Adobe products and services

More information about Adobe products and services is available through the following services:

- The Adobe Home Page on the World Wide Web. To open the Adobe Home Page, use the URL <http://www.adobe.com>.
- Forums on CompuServe and America Online. Forums and availability may vary by country.
- FaxYI, a free fax-based service that provides the latest technical information about Adobe products. To use FaxYI, call 206-628-5737. This service is available 24 hours a day, 7 days a week.
- To speak with an Adobe customer service representative, call 800-833-6687.
- When you register your retail product purchase, you automatically receive one free call to technical support call. To contact Adobe PageMill technical support, call 206-206-628-5731. For more information on the Adobe technical support policy see <http://www.adobe.com/supportservice/custsupport/cfcomp.html>.
- Using electronic mail, you can order technical and customer service information about Adobe products on Macintosh, Windows, and UNIX platforms. The information is created by Adobe Technical Support and can help you with troubleshooting a problem or help you learn new ways to use your Adobe product. To get started, send an e-mail message to “techdocs@adobe.com” with “help” in the Subject field. E-mail from Adobe “techdocs” is available 24 hours a day, 7 days a week.

Adobe PageMill package contents

The Adobe PageMill package includes:

- the Adobe PageMill software on disks and on a CD-ROM
- the *Adobe PageMill User Guide*
- The Adobe PageMill CD-ROM including third-party software, clipart, template, online documentation, and technical documents from Adobe Customer Support
- a registration card

Installing Adobe PageMill

To use Adobe PageMill you must first install it on your hard disk.

***Note:** If Adobe PageMill 1.0 or Adobe SiteMill 1.0 is installed on your machine, Adobe PageMill 2.0 will read the preferences file for the previously installed version and use these same settings for the Adobe PageMill 2.0 preferences file. If you want to set different preferences, open the Preferences folder in your System folder and drag the existing PageMill Preferences file to the trash.*

To install Adobe PageMill:

- 1 Turn off or remove any virus-protection software.
- 2 Restart your Macintosh with the extensions off. To turn off extensions:
 - If you're installing from floppy disks, hold down Shift during the restart (release the Shift key when you see the message "Welcome to Macintosh. Extensions off.")
 - If you're installing from the CD-ROM, select the System 7.5 only set from the Extensions Manager control panel and then restart.
- 3 Insert the Installer Disk into your floppy disk drive or the CD-ROM in its drive.
- 4 Double-click the Install Adobe PageMill icon on the Installer Disk or double-click the CD-ROM and then double-click the Installer icon.
- 5 When the opening screen appears, click Continue.
- 6 When the licence agreement screen appears, click Accept.
- 7 From the pop-up menu, choose Easy Install to install the appropriate version of Adobe PageMill for your particular Macintosh
- 8 Select a location for the installation by selecting a hard disk from the pop-up menu. To install in a particular folder, choose Switch Disks to choose the correct hard disk, choose Select Folder from the pop-up menu, click the folder name in the directory box, and then click Select.
- 9 Click Install. When installation is complete, a message appears indicating that the installation was successful.
- 10 Click Quit to exit the installer.
- 11 Turn on or replace any virus-protection software that you turned off in step 1.
- 12 Restart your Macintosh.

What's new in Adobe PageMill 2.0?

PageMill 2.0 offers the easiest to use and most reliable capabilities available in any web-authoring program on the market today. Here are some of the features that have been added to PageMill for version 2.0:

- Full support for tables including importing tables from Microsoft Excel. PageMill tables are easy to create and allow you to format cell contents; nest tables; add images, sounds, and movies to tables; specify table dimensions; and add captions.
- Easy creation and manipulation of frames. PageMill frames are simple to create and easy to link. PageMill frames can be nested, resized, formatted with new margins, named, and printed. You can resize, name, format, and display frames with a few clicks.
- Client-side image maps that speed link display and simplify file organization and maintenance.
- Advanced text handling that allows you to change the base font, select relative font sizes, change text color, and flow text around images.
- Complete search capabilities for all page elements including text, links, images, tables, movies, and sounds. You can drag and drop elements into the Find dialog, specify the scope of the search, and limit the search to case-sensitivity for text and size sensitivity for images.
- A full-featured spell checker that includes customized dictionaries.
- Support for Netscape plug-ins including PDF Viewer, QuickTime movies, and Shockwave animations.
- A toggle between the PageMill page and the HTML source code. This allows you to easily edit the source code. Now you can drag from WYSIWYG views or the Pasteboard directly in the source code. You can even label code you don't want edited by PageMill.
- The ability to add hidden fields to forms and hidden comments to pages.
- A new Color Panel that lets you drag and drop colors onto the page and even change the background color instantly.
- An improved Inspector that provides even more options for formatting your Web page elements.
- The ability to open linked pages in the same window and quickly move between pages in the Preview mode.

Chapter 1: Tutorial

This first chapter leads you through basic Adobe PageMill authoring techniques. Complete this tutorial before starting to create your own Web page. A small Web site is included with PageMill so that you have files to work with throughout this tutorial; the site is stored in a folder called Tutorial within your Adobe PageMill folder.

Open a page and explore links

In Adobe PageMill you can create new pages from scratch, or you can open an existing page generated from any application that saves or exports files in the HTML format. You'll begin by opening a page that's been started for you.

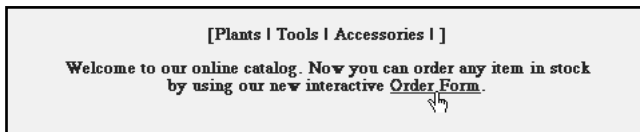
- 1 Locate the Tutorial folder in your Adobe PageMill folder. This folder was installed when you installed Adobe PageMill. Double-click the EWHome.html icon to start Adobe PageMill and open your first PageMill document.
- 2 Choose File > Save Page As, rename the file Home.html, and save the file in the Tutorial folder. Saving the file with a different name prevents you from modifying the original tutorial file.

The file appears the way it looks when viewed in a Web browser. Existing documents open in Preview mode. Preview mode lets you *follow* links within your site—that is, view other pages by clicking on links.

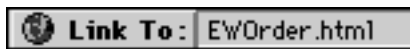


Link Location bar

3 Move the pointer over the underlined text “Order Form” near the top of the page. The underline indicates that the text is linked.



4 Notice that as you pass the pointer over a link in the PageMill window, the pointer changes to a pointing hand, and the address of the link, otherwise known as a URL (Uniform Resource Locator), appears in the Link Location bar at the bottom of the page.



5 Click the linked text. The destination page—EWOOrder.html—appears in the same window, replacing the previous page. (Destination pages open in the same window unless you choose File > Preferences and change the Follow links option in the General panel of the Preferences dialog box.)

6 In the EWOOrder.html window, click the Back button at the top of the window to return to the Home.html file.

7 Position the pointer on the Title bar and press to display a history of the files you've viewed. You can use this history to trace your steps through a Web site, and you can select any previously viewed page to display it.



8 Click the globe icon in the upper right corner of the page to change to Edit mode. PageMill has two modes:



- Preview mode, indicated by the globe icon, simulates how the page looks and behaves when viewed in a Web browser. (Existing pages open in Preview mode unless you choose File > Preferences and change the Open pages option in the General panel of the Preferences dialog box.)

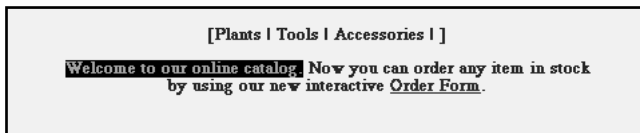


- Edit mode, represented by the pen-and-paper icon, lets you create or modify the content and design of the page—enter and edit text, manipulate images, create links, and so on.

Edit and format text

Working with text in Adobe PageMill is similar to using a word processor. Now you'll make basic text edits and formatting changes.

1 Near the top of the Home.html window, drag to select the sentence, "Welcome to our online catalog."

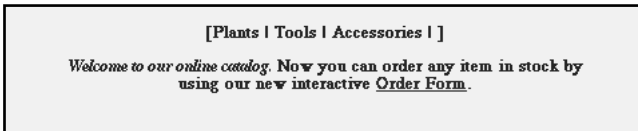




2 At the top of the PageMill window there are two rows of buttons. Clicking the buttons in this toolbar lets you perform formatting and design tasks quickly. Move the pointer over the Italic button and notice that the text “Italic” appears in the far right under the first row of buttons. PageMill always provides a description of the button the pointer is over.



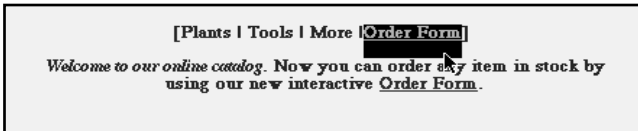
3 Click the Italic button to format the selected text. Click slightly outside the text to deselect it and see the results.



4 Double-click to select the word “Accessories,” and then type **More**.

5 Triple-click the linked text “Order Form” to select the entire link. Triple-clicking linked text selects the underlined (linked) characters. (Triple-clicking unlinked text selects the entire line.)

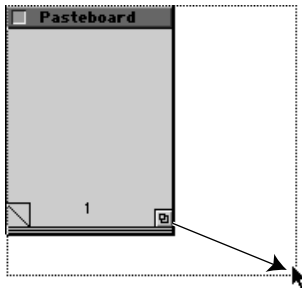
6 Press Option and drag the text toward the end of the first paragraph, until an insertion point appears immediately to the left of the closing bracket. When you’re in Edit mode, you can quickly duplicate selected text, graphics, and other objects on the same page by pressing Option as you drag. (To copy an item from one page to another, drag without pressing Option.)



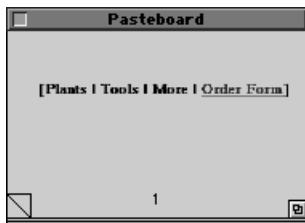
7 Choose Window > Show Pasteboard. The PageMill Pasteboard has five pages on which you can store multiple elements, unlinked or linked, without having to keep the source of the link open. (This lets you reuse a linked element throughout a Web site without having to relink the item each time.) The Pasteboard is similar to the Clipboard.

8 Now you'll move the line of text you just edited to the Pasteboard so you can use it as a standard element on other pages. Triple-click any unlinked text (text which is not underlined) in the "[Plants | Tools | More | Order Form]" paragraph to select the entire line of text.

9 Resize the Pasteboard by dragging its lower right corner so that it is wider than it is long, and you can view the text you're about to store there.



10 Drag the selected text from the Home.html window onto the center of the Pasteboard. The text appears in the Pasteboard, ready to be inserted onto another page. Notice that the linked text remains linked.



11 Close the Pasteboard by clicking the close box in the upper left corner.

Add images

Working with images is as easy as working with text. You can insert, move, and resize images in PageMill, and even change some aspects of how they display on the screen.

1 Click at the left side of the window just above "[Plants | Tools | More | Order Form]" to position the insertion point.

2 Choose File > Place. Locate the EWLogo.gif file in the Tutorial folder, and click Place.



3 Click the Center Align Text button on the toolbar. The image moves to the center of the page.

4 Click the image to select it, hold down Shift, and drag the handle in the lower right corner up to make the image proportionately smaller.



5 Now you'll make the image blend into the page by giving it a transparent background. Hold down Command and double-click the image to open the Image window.



6 Click the transparency tool, and then click the white section of the image. The image's background turns gray to indicate transparency.



Original background



Transparency applied

7 In order to preserve the original image, Choose File > Save A Copy As. Rename the file Logo.gif and click Save.

8 Close the Image window. At the prompt, click Don't Save.

9 Make sure the image is still selected, then choose File > Place to replace the logo with the transparent version. Locate the Logo.gif file in the Tutorial folder, and click Place. You will need to resize the new image.



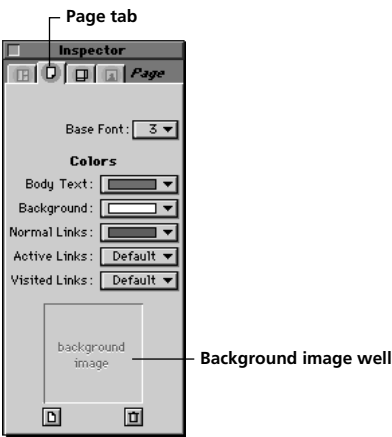
Changing the text color and page background

The Inspector palette lets you specify settings associated with an entire page, selected text, or a selected object (such as an image or a table).

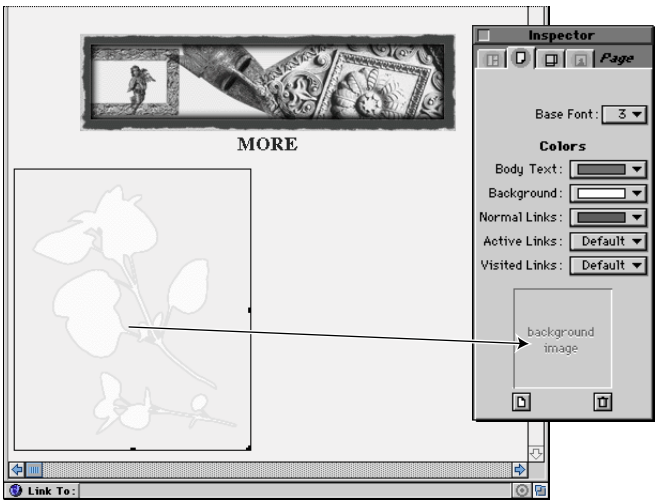


- 1 You'll start by inserting an image into the file that you'll use for the page background. Scroll if necessary, and click below the More graphic page to position the insertion point. Click the Place Object button on the toolbar (this button provides a quick way to place a file). Locate the EWFloral.gif file in the Tutorial folder, and double-click.
- 2 Click to select the image that you just inserted.

3 Choose Window > Show Inspector.



4 Click the Page tab to select the Page panel. Drag the EWFloral.gif image onto the Background Image Well in the Inspector palette. The image repeats, or tiles, to become the page background. (HTML doesn't let you control the size of the tiles.)



- 5 With the image still selected, press Delete. The image disappears and the new background remains on the page.
- 6 Now you'll set the color for the body text on the page. In the Inspector palette, choose Custom from the Body Text pop-up menu. In the Color Picker dialog box, click a dark color (for legibility). Press OK.
- 7 Close the Inspector palette by clicking its close box or choosing Window > Hide Inspector.
- 8 Choose File > Save Page.

Create links

A link takes you from one page (the *source*) to another (the *destination*). The destination can be on the same page in your Web site, another page in your Web site, or somewhere else on the Web. Now you'll create links between selected text and another page in the Web site.

- 1 If necessary, scroll to the top of the Home.html page. Select "Plants" in the first line of text in the file.
- 2 One way to create a link is by dragging the page icon from the destination page onto a selection on the source page. Choose File > Open, then locate and open the EWPlants.html file in the Tutorial folder. Choose File > Save Page As, rename the file Plants.html, and click Save.
- 3 Position the Home.html and Plants.html windows side by side, so that the selected text on the source page (Home.html) and the page icon of the destination page (Plants.html) are visible.
- 4 Drag the page icon from the Plants.html window onto the selected text in the Home.html window. The selected text becomes underlined, indicating that it is linked.



5 Another way to create a link is by copying a link to another page or to another place on the same page. Click the globe icon in the Plants.html window to switch to Edit mode.

6 Choose Window > Show Pasteboard. You'll paste the link you copied to the Pasteboard earlier. When you paste linked text from the Pasteboard, both the text and the link are copied. You don't need to respecify the link and you can even modify the text without breaking the link.

7 Press Option, and drag the text from the Pasteboard to the Plants.html window, immediately above the circular Earth&Ware logo (an insertion point appears).

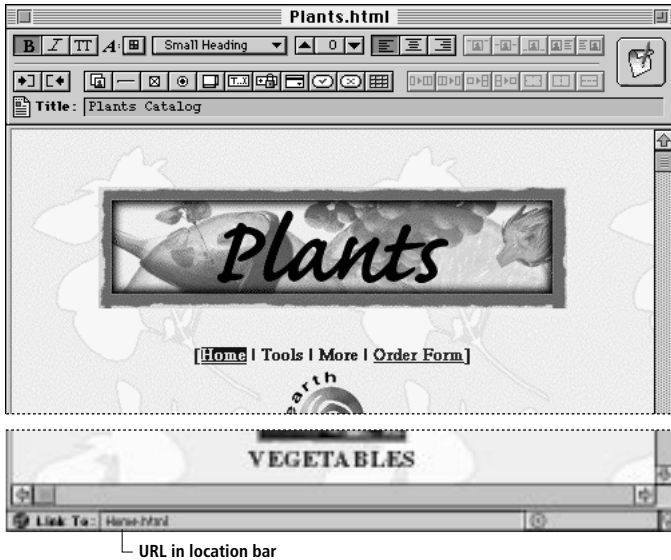


8 Close the Pasteboard.

9 A third way to create a link is to type the link's address or Uniform Resource Locator (URL) into the page. In the Plants.html window, select the text "Plants" in the paragraph you just inserted from the Pasteboard, and type **Home**.

10 Double-click the word "Home" to select it.

11 Click in the Link Location bar at the bottom of the window, and type **Home.html** (the address of the page you want to link to). Linking by typing the URL is most useful when you're linking to a page at an external Web site or when linking to other Web resources (such as e-mail). Typing the URL is the only way to create a link when all you have is its address.



12 Press Return. The selected text becomes a link.

Test links

You can quickly double-check your work by switching to Preview mode and following the links you created.



- 1 In the Plants.html window, click the pen-and-paper icon to switch to Preview mode.
- 2 Click the text "Home" above the logo. At the prompt to save changes, click Save. The Plants.html page closes and is replaced by the Home.html page.

- 3 In the Home.html window, click the pen-and-paper icon to switch to Preview mode.
- 4 Click the linked text “Plants” near the top of the page. At the prompt to save changes, click Save. The Plants.html window replaces the Home window and becomes active.
- 5 Click the close boxes to close the Home.html and Plants.html pages.

Add a rule and format text

You’ll add a new section to the order form by inserting a horizontal line, or rule.



- 1 Choose File > Open, and open the EWOrder.html file. Choose File > Save Page As, rename the file Order.html, and click Save. Click the globe icon to switch to Edit mode.



- 2 Click to the right of the closing bracket in the first paragraph near the top of the page, and press Return.
- 3 Click the Insert Horizontal Rule button. A horizontal line appears. You can adjust the length or width of rules, but for now the default settings are fine. Horizontal rules are useful in many kinds of page designs, not just in forms.



- 4 Press Return. It’s important to press Return before and after inserting a rule to ensure that the browser aligns the rule properly.



- 5 Click the Left Align Text button on the toolbar. The insertion point moves to the left edge of the window.
- 6 Click the Indent Right button on the toolbar. Now each line you type will retain the indent and alignment settings you just specified.

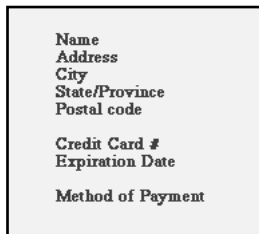
Create a form

Creating an interactive form for the Web involves two tasks: laying out the form elements and preparing a script to collect the information in the form. For more information about preparing a script, see Chapter 8, “Creating Forms.”

Add text fields

You’ll start by creating a new section of the form where customers can type basic mailing information.

1 With the insertion point between the two horizontal rules and right indented, type the first five labels shown here, pressing Shift-Return to start a new line and Return to start a new paragraph.



The image shows a rectangular box containing the following text labels, each on a new line and right-indented:

- Name
- Address
- City
- State/Province
- Postal code
- Credit Card #
- Expiration Date
- Method of Payment



2 Click immediately after “Name” and then click the Insert Text Field button on the toolbar. This adds a one-line fill-in text field.

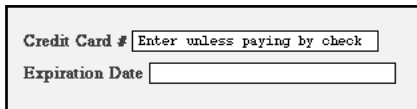
3 Click to select the text field, press Option, and drag the field to the right of the Address label.

4 Repeat step 3 for the remaining labels you typed earlier, but do not add a text field to the Method of Payment label. (You can also use the Edit > Copy and Edit > Paste commands to copy and paste the text fields.)

5 Resize each field as needed by clicking to select it and dragging the handle to the right to increase its size or to the left to reduce its size.

6 Now you’ll add explanatory text to one of the fields. Double-click the Credit Card # text field. Make sure that a gray bar surrounds the field. The gray bar indicates that you can type in the text field.

7 Type **Enter unless paying by check.**



Add a radio button group

You can use a radio button individually or as part of a group. Use grouped radio buttons to offer a set of mutually exclusive choices: selecting one radio button automatically deselects the other options in the group.



1 Click to the right of the “Method of Payment” text, and then click the Insert Radio Button button on the toolbar.

2 Select the radio button, press Option, and drag the button to the right. Copying a radio button by dragging (instead of creating new buttons) keeps the buttons grouped.



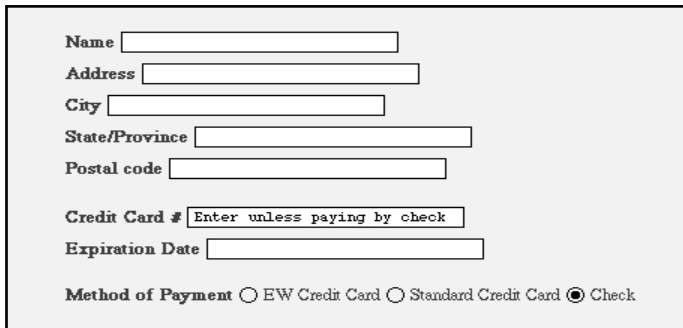
3 Repeat the previous step to add a third button to the same line.



4 Click between the first and second buttons, and at the insertion point type **EW Credit Card.**

5 Click between the second and third buttons, and type **Standard Credit Card.**

6 Click to the right of the third button, and type **Check**.



Name

Address

City

State/Province

Postal code

Credit Card #

Expiration Date

Method of Payment ☐ EW Credit Card ☐ Standard Credit Card ☒ Check



7 Click the pen-and-paper icon to switch to Preview mode, and try typing in the text fields and selecting radio buttons. Notice that you can type beyond the width of the field, and that selecting one radio button automatically deselects the previously selected one.

Note: Although you can't use Tab to move from field to field in PageMill, the user will be able to tab through fields when using the form in their browser.

Add a checkbox and a pop-up menu

To complete the form, you'll add form elements to the Vegetables section and edit them.

1 Click the globe icon to switch to Edit mode.

2 Click at the end of the line that lists vegetables (after the word "chicory") and press Return to create a new paragraph where you'll recreate the arrangement of form elements used for the Fruit and Herbs sections immediately below.



3 Click the Insert Checkbox button. Customers will check this box to include an order of vegetable seeds.

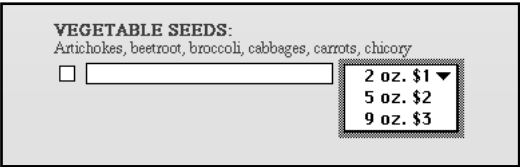


4 Click the Insert Text Field button. Customers will type the kind of seed here.



5 Click the Insert Pop-up button. Customers will choose a quantity here.

6 Double-click the pop-up menu to edit it. Choose Edit > Select All. Type the following, pressing Return to start each new line:



The screenshot shows a web form with the title "VEGETABLE SEEDS:" followed by a list of vegetables: "Artichokes, beetroot, broccoli, cabbages, carrots, chicory". Below this is a checkbox and a text input field. To the right of the input field is a pop-up menu with three options: "2 oz. \$1", "5 oz. \$2", and "9 oz. \$3". The pop-up menu is currently open, showing the options.

7 Set the default option by dragging the triangle next to the list beside any of the price/quantity figures. Click outside the pop-up menu to see the new default.

8 Now you'll duplicate this section of the form. Drag across all the elements to select them.

9 Press Option and drag the selected form elements down to the next line until an insertion point appears.

10 Test the form by switching to Preview mode and checking how the new fields work. Then choose File > Close. When prompted to save changes, click Save.

Create a table

Tables effectively summarize information so that readers can quickly scan your Web page. PageMill makes creating a table as simple as adding any other element to a page.

1 You'll work on an existing page that contains a graphic, and add a table. Choose File > Open, and open the **EWHerbs.html** file in the Tutorial folder. Choose File > Save Page As, rename the file **Herbs.html**, and click Save.

2 Click the globe icon to switch to Edit mode then click to place the insertion point after the graphic. Press Return a few times to add some space.



3 Position the pointer over the Insert Table button on the toolbar and drag until you have 5 rows and 4 columns, then release the mouse button. The table appears filling the width of the PageMill page.




4 Next you'll add the column headings to the table. Click the upper left cell. A thick gray line appears around the table indicating that it's ready for you to enter data. An insertion point appears in the cell. Type **Herb**.

5 Press Tab to move to the cell to the right and type **Soil**. Fill the remaining two cells in the top row by typing **Location** and **Height**.



Herb	Soil	Location	Height



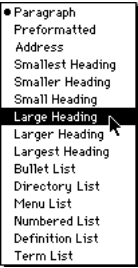
6 You can add text, images, movies, and even other tables to a table cell. Press Tab to move to the second cell in the first column. Click the Place Object button in the toolbar and then double-click the EWANise.gif file in the Tutorial folder. The image appears in the cell.

Herb	Soil	Location	Height
 <i>Anise</i>			





- 7 Click the third cell in the first column and click the Place Object button. Place the EWBasil.gif file in this cell.
- 8 Continue filling in the first column with the remaining two images, EWChervil.gif and EWThyme.gif.
- 9 Click the second cell in the second row of the second column and type **Moist**. Continue filling in the table until all the columns and rows are complete.

Herb	Soil	Location	Height
 Anise	Moist	Part Shade	18 inches
 Basil	Rich	Sun	1-2 Feet
 Chervil	Loose	Part Shade	1-2 Feet
 Thyme	Amy	Full Sun	8 inches

- 10 Now you will format the cells by applying a heading style to the text in the top row. Click the upper left cell and choose Large Heading from the Format pop-up menu on the toolbar.



11 In a PageMill table, each cell must be formatted individually. Repeat the previous step for each cell entry in the top row. When you’ve filled the cells, click outside to deactivate the table.





Herb	Soil	Location	Height
 Anise	Moist	Part Shade	18 inches
 Basil	Rich	Sun	1-2 Feet
 Chervil	Loose	Part Shade	1-2 Feet
 Thyme	Any	Full Sun	8 inches

12 Choose Save Page to keep the work you’ve done so far.

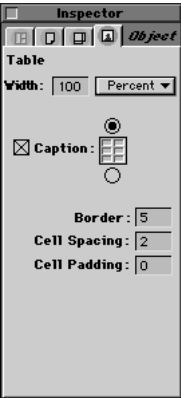
Add a border and a caption

Now you’ll add a border to a table to help it stand out from the page background and from the other objects on the Web page.





1 A table must be selected before you can change its appearance. If necessary, click any cell to display the thick gray line around the table. Click along the edge of the thick gray line to select the table. (The thick gray line is replaced by a thin line and a handle for resizing the table.)

Herb	Soil	Location	Height
 Anise	Moist	Part Shade	18 inches
 Basil	Rich	Sun	1-2 Feet
 Chervil	Loose	Part Shade	1-2 Feet
 Thyme	Any	Full Sun	8 inches

- 2 Choose Window > Show Inspector to display the Inspector palette. Because the table is selected, the Inspector automatically open to the Object panel and displays the table attributes.
- 3 Enter a value of 5 in the Border box and press Return. The border appears around the table. (HTML does not allow you to change the color of a table border.)
- 4 As a final step, you'll add a caption to the table. Click the Caption checkbox in the Inspector. PageMill automatically places the caption area above the table unless you click the radio button below the table in the Inspector to position the caption under the table.



- 5 Triple-click to select the existing text and type Herb Requirements.

Herb Requirements			
Herb	Soil	Location	Height
 Anise	Moist	Part Shade	18 inches
 Basil	Rich	Sun	1-2 Feet
 Chervil	Loose	Part Shade	1-2 Feet
 Thyme	Any	Full Sun	8 inches

- 6 Close and save the Herbs.html page. Click the Close box to close the Inspector.

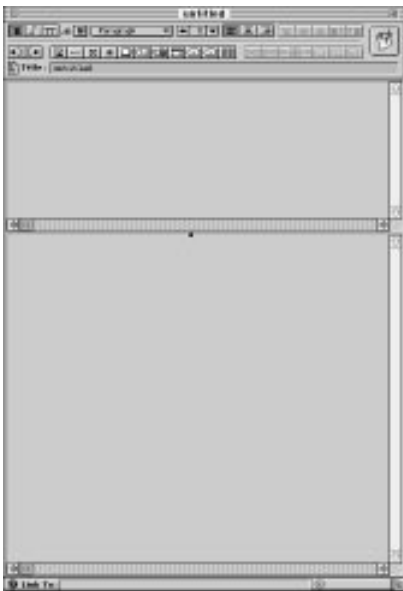
Create frames

Frames visually divide a window into different areas, with each frame displaying information independently of the other areas. Each frame contains a separate page and all the frames taken together make up a *frameset*. Frames are useful when you want to update only part of a page, for example, when you want to have a reader click a link in the table of contents to display information that describes that topic in an adjoining frame.

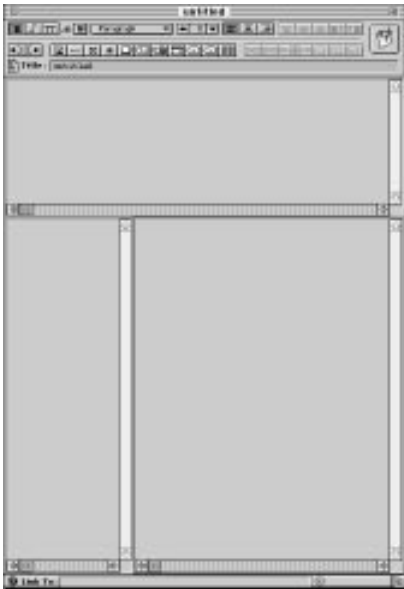
- 1 To complete the tutorial, you'll create a new page with frames that serve as an entry point into the Earth&Ware catalog. Choose File > New Page to create a new page.
- 2 Press Option, and move the pointer over the area at the top edge of the window. As you pass over the thin line just inside the window edge, the pointer turns into a down arrow.



- 3 Drag about a third of the way down the page.



4 Press Option again, and move the pointer over the left edge of the window. When the pointer turns into a right arrow, drag right about 2 inches. Now you have three frames, the portion of the original page and the two frames you just created. (Don't worry about the exact size of the frame right now.)



Fill the frames

Now you'll fill the frames with graphics and pages. The top frame will contain a banner, the left frame will contain a table of contents, and the right frame will contain product information.



1 Click to place the insertion point in the top frame and click the Place Object button. Locate the EWMore.gif file in the Tutorial folder, and click Place.



2 Click the Center Align button on the toolbar to move the banner to the center of the page.

3 Next you will add a table of contents. Click to place the insertion point in the left frame, choose File > Insert Page, and select the EWTOC.html file in the Tutorial folder. Click Open.



4 If necessary, resize your frame so that the text displays correctly. To resize a frame, move the pointer over the thin line that surrounds each frame. When you see the double-headed arrow, drag to change the size.

Create and target a link

The third frame will display different pages depending on what link the reader clicks in the table of contents frame. You are going to create a link from the text “Chairs” in the left frame to the EWChairs.html page, and then target the link to display that page in the right frame.

- 1 Select the word “Chairs” in the left frame.
- 2 Choose File > Open, locate the EWChairs.html file in the Tutorial folder, and click Open. Rearrange the windows so that you can see the selected text in the untitled window and the page icon in the EWChairs.html window.

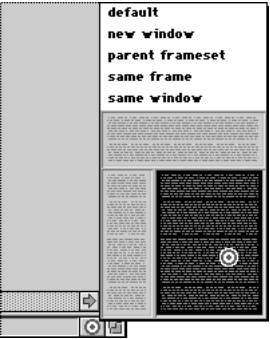
3 Drag the page icon from the EWChairs.html window over the selected text to create the link. Close the EWChairs.html window.



4 Now you will target the link you just created so that the page it links to appears in the right frame of this page.

5 Move the pointer over the target icon to the right of the Link Location bar, and press. A miniature of the page with its frames appears.

6 Drag over the frames until the right frame is highlighted. This tells PageMill to display the linked page in that frame.



- 7 Choose File > Save Frameset and name the file Frames.html. Click Save.
- 8 Click the paper-and-pen icon to go to Preview mode and try out the link. The linked page appears in the right frame.



This completes the tutorial. You're ready to create your own Web pages. For more information, see the remaining chapters in this manual.

If you want to do the tutorial again, remove the files you've created from the Tutorial file (Frames.html, Home.html, Logo.html, Order.html, and Plants.html) and you're ready to start over.

Chapter 2: Basic Concepts

The World Wide Web (the Web) is an increasingly popular medium for electronically distributing and viewing information in the form of pages of text, graphics, movies, and other media. This chapter introduces the concepts, terms, and procedures you use to create a Web page with Adobe PageMill.

About the World Wide Web

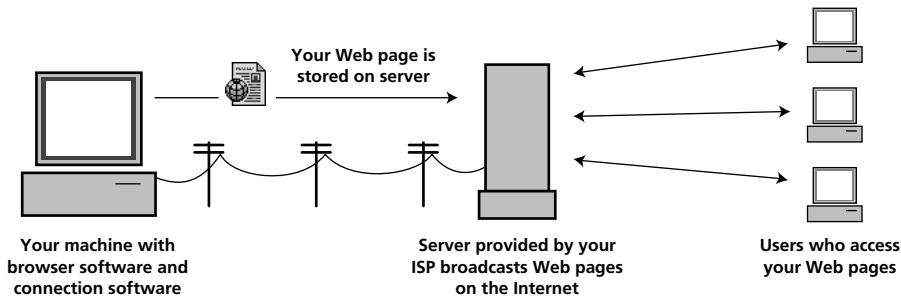
The Web is a collection of electronically linked documents (called *pages*) that are stored on the Internet. Established in the 1960s, the Internet was developed so that government agencies and universities could link research centers. The Internet is a network of networks that communicate with each other using a common computer language, called a protocol. Many services comprise the Internet, such as e-mail and mailing lists, Usenet newsgroups, FTP file transferring, Telnet for logging in to remote services, and Gopher for menu-based Internet searches. Probably the best known and fastest growing of these services is the Web.

Understanding these common terms will help you as you create Web pages with Adobe PageMill:

- A *document* and a *page* in the Web world both refer to a single file. (In printed materials, a document is a single body of work that contains individual pages.) You move through and between these pages using hypertext links—similar to clicking a topic in an online help system.
- A *Web server* is a computer on any platform, such as Macintosh, UNIX, or Windows, that stores and manages Web documents. The server accepts requests from other computers and then delivers the documents back to the requester.
- A *browser* (sometimes called a *Web client*) lets you look at documents sent by a server. Many browsers are available, including Netscape Navigator®, Microsoft® Internet Explorer, National Center for Supercomputing Applications (NCSA) Mosaic, and so on.

- An *Internet Service Provider (ISP)* maintains the server where you send requests as well as space for storing your own Web pages. (If you work in a company or educational institution, your organization probably provides the services you use to get to the Web server.) Most ISPs include a browser in their software or tell you where to go on the Web to download a browser.

Note: Your own computer can be a Web server if it has the proper software and a direct connection to the Internet, but running a Web server involves extensive technical and administrative overhead. Most people and small companies avoid this labor-intensive option and have someone else provide them with Web access.

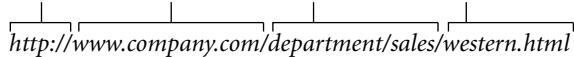


- A *site* is a group of related pages on a Web server. You usually enter a Web site via a home page.
- A *home page* is the Web page that loads when you start a browser. Each browser application has its own home page, which is typically the page of the company that created the browser. The home page also is the entry point to your Web site when you publish information on the Web. A home page usually displays general information about the Web site, and links to the Web pages in this site and to pages in other sites. The home page usually is named `www.mysite.com/index.html`. See “Using Web addresses” below for more information.
- *Publishing* on the Web *uploads* or stores a copy of the document on a Web server where the rest of the world can access it. Most ISPs offer customers a few megabytes of space on their servers to store their electronic documents.

Using Web addresses

To go somewhere on the Web, you enter an Internet address called a URL (Uniform Resource Locator) in your browser. The URL is the pathname to the page or object you’re looking for.

A URL is made up of several parts, for example:

PROTOCOL / DOMAIN / DIRECTORYPATH / PAGENAME

`http://www.company.com/department/sales/western.html`

where

- **PROTOCOL** is the set of rules that describes how you want the information transferred. The system used by the Web to transfer data is called HTTP (HyperText Transfer Protocol). Most browsers now also support file transfers, gophering (browsing for resources using menus and the appropriate application such as telnet or ftp), sending mail, and so on. For more information, see “About URLs” on page 90.
- **DOMAIN** describes the host name and namespace on the Internet.
- **DIRECTORYPATH** is the location within the machine’s file structure of the Web site.
- **PAGENAME** is the filename of the page you’re requesting.

Using PageMill to create Web pages

With PageMill, you can prepare pages for your Web site in one of two ways:

- You can prepare a site on a computer away from the Web server (such as on your home computer or on a laptop), as a group of Web pages inside a folder on your hard disk; the site folder can contain images and subfolders containing more folders, images, and Web pages. Once you’re finished editing, you *upload*, or send a copy of, the site to the Web server where it is stored electronically and becomes available to anyone who uses the Web.
- You can work on a site directly on the server if the Web server is a Macintosh and you have file access to it. (If you have a Windows or Unix-based Web server, you can also use PageMill to work on a site directly on the server if your machine runs some form of Macintosh file services—for example, if you’re using an NTFS-formatted drive on a Win NT advanced server, or a Unix machine running Columbia Appletalk Protocol. Typically, such access is available to corporate or education users over their local area network. For more information, see your computer documentation.)

About Web page design

Pages on the World Wide Web are described using the Hypertext Markup Language (HTML). HTML is a text-only markup language that was designed to allow text to be tagged (or *marked up*) to designate the content—not the appearance—of the text. Hence, your options for designing a Web page differ greatly from those for the printed page. As you design Web pages, remember that you don't have complete control over how the reader sets the page size, the width of the text column, the fonts, or the size of the text.

Adobe PageMill lets you create pages without typing any codes—unlike many other applications for designing Web pages that require you to learn the HTML codes (called *tags*) that format the text, graphics, and objects on a page. With PageMill, you can format text by clicking buttons in the button bar, and you can import, resize, and reposition graphics on the page simply by dragging them. To add a feature or special effect not directly supported by this version of PageMill, such as blinking text, you can enter custom HTML code into PageMill. (For more information about entering custom HTML code, see Appendix B, “Viewing and Editing HTML Code.”)

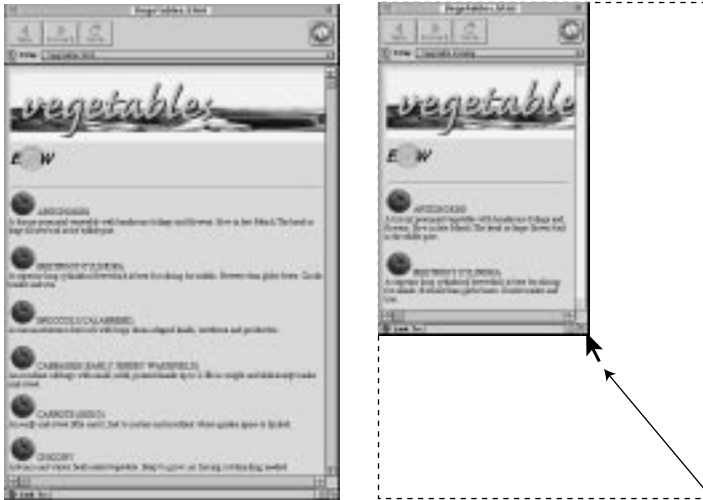
Even though you don't have to enter HTML tags to create your Web page in PageMill, you need to know a few things about the capabilities of HTML and how they control what you can present on your page. For more information on the HTML tags Adobe PageMill supports, you can search the Adobe online technical database for related technical documents at <http://www.adobe.com/supportservice/custsupport/tssearchdb.html>. Also see the resources in “Before you call technical support” on page 157.

The following sections give an overview of the differences between designing for a Web page and for a printed page.

Layout considerations

HTML is primarily a set of tags for a sequence of text, graphics, and other media with hypertext links. An HTML page is one column of continuous text with graphics that flow along with the text, as if they were text characters themselves. This text-stream model limits control over page layout; for example, it controls how you can set up layouts that use multiple columns, layered text and graphics, or rotated text.

The text-stream model means that page proportions and line breaks will vary depending on the size of the monitor or window in which the page is viewed, and the preferences set in a Web browser. However, as a rough guideline, you might design for the line length produced by a Web browser using a default font on a 640-by-480-pixel screen.



Resizing a browser window changes line endings

You cannot specify a precise horizontal and vertical position for a graphic. For example, if you position a graphic at the bottom right of a page as it appears on your monitor and a reader decides to make the window narrower, the graphic probably will move to the next line down and may end up on the left side of the page.

Typographical considerations

You cannot control the typographical appearance of your Web page using HTML, because the Web browser's window size and font settings determine line breaks, letter spacing, and word spacing. In addition, you cannot specify the following type characteristics from PageMill because the Web browser either completely controls them or does not support them:

- Font and leading
- Font width
- Tracking and kerning

- Outline, shadow, and reverse type styles
- Tab positions
- Spacing before or after a paragraph

To preserve the typography in a short passage of text, such as a company logo, create the text in an image-processing program and import it as an image. For more information, see “Adding Images, Movies, and Sounds” on page 67.

Graphics considerations

When you’re considering what images to include in a Web page, keep in mind that images take longer to download than text. Some browsers don’t display graphics at all, and some readers turn off graphics to speed up their browsing. Here are additional considerations for working with images that you’ll display on the Web:

Keep the file size as small as possible by reducing the image size and the number of colors (the color palette) of the images.

Because you want a home page to load very quickly, no graphic should be larger than about 10K. The entire home page (all the graphics on the page plus the text) should not be larger than 50K (which takes about 20 seconds to download using a standard modem connection). To transfer a megabyte of data (1024K), a 14.4 bbs modem takes 10 minutes, and a 28.8 bbs modem takes 5 minutes. For more information about image size and download speed, see “Determining the size and download time of images” on page 75.

Limit the image width to 480 pixels or less.

This width lets most readers view the image easily since 480 pixels is the default width of a Netscape window (when displayed on a 13-inch monitor). When you must use larger images, consider placing a thumbnail (a small version of the image) on the main page and linking it to the larger or higher resolution image. Then readers can decide if they want to spend the time downloading the bigger file.

Resample or reduce the image resolution in an image-editing application such as Adobe Photoshop.

Scaling an image in PageMill does not change its file size and won't speed downloading. You can use an image-editing application such as Adobe Photoshop to resize or resample high-resolution images. A resolution of 72 pixels per inch (for Macintosh) or 96 ppi (for Windows) is high enough for most images because it is the resolution of most readers' monitors. See your graphics program documentation for more information on reducing image dimensions and image resolution.

Save the file in GIF or JPEG format.

To decrease the file size of an image without dramatically changing how it looks, save the image in the Graphics Interchange Format (GIF). GIF uses an indexed color palette with no more than 256 (8-bit) colors and is useful for most graphics, line art, and text. When an image requires more color information or precise color fidelity (for example, when the image is a photograph or contains a gradient) save the file in JPEG format. JPEG compresses the file to save space while still providing millions (24-bit) of color. For more information, see "Adding Images, Movies, and Sounds" on page 67. A useful chart on file formats can be found at <http://adobe.com/studio/tipstechniques/GIFJPGchart/main.html>.

Use a dither-free Web palette in your image-editing application.

Work in RGB color mode rather than in CMYK mode when preparing images in an image-editing application to help prevent the undesired pointillist look of *dithered*—mixed—colors. RGB files are smaller, and use the same color model as that used by most monitors. Monitors can show only one palette per screen. If multiple images will appear on the same page, use your image-editing program to find the best adaptive color palette for all the images on a page. (An adaptive palette creates a color table by sampling colors from the more commonly used areas of the color spectrum that appear in the image.) To avoid dithering colors in flat color or limited color images, use a color palette with the lowest common denominator (limited color palettes don't work well with photographs). The Windows and Mac browser palettes differ slightly and share only 216 of 256 possible colors. Nondithering, 216-color palettes are available on the Web. (For example, Lynda Weinman, author of *Designing Web Graphics*, has posted a nondithering palette for the Mac and Windows at <http://www.lynda.com>.)

Create the image using anti-aliasing.

Low-resolution images often appear with jagged edges where colors change. In an image-editing application such as Adobe Photoshop™ or using Adobe ScreenReady™ for the Macintosh, you can apply anti-aliasing to blur slightly the edges where colors change and create a smoother transition between adjacent colors. (Don't anti-alias a graphic if you're making the rectangular background around the image transparent or you'll get a halo or fringe around the edges.)

Use the same image in different places in your site.

Typically, a browser has to download an image only once when it's repeated in a site. This lets duplicated elements, such as navigation bars and logos, appear very quickly.

Keep your target audience in mind.

If you want modem users to access your page, the total graphics content of a single page should not exceed 100K. You can use PageMill's download statistics to check on downloading time for images and graphics before you put your site on a server. For more information, see "Determining the size and download time of images" on page 75.

Using HTML formats

The constraints of HTML may seem like limitations from a printed-page designer's point of view, but they are advantages for online delivery. Tagging text by content, not appearance, makes Web pages readable on a wide variety of computer systems and monitor sizes.

HTML structures information using named *formats*. You apply formats based on the function of a particular piece of text, such as a heading, a regular paragraph, or a list. HTML formats resemble the named styles in many word-processing programs in that you change the appearance of text by applying different formats. However, the appearance of a format can also be changed within the browser by the person reading a Web page—something a reader of a printed page cannot do. The formats in HTML preserve the functional organization of a page even if a reader changes a format's appearance. For more information, see "Applying paragraph formats" on page 53.

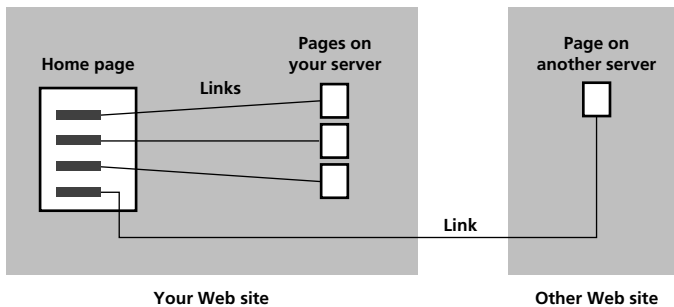
Preserving a page layout

If preserving the graphic identity or page layout is important, consider creating some of your Web pages as Adobe Acrobat® Portable Document Format (PDF) files. PDF files preserve the layout and typographical characteristics that HTML does not, and can include hypertext links between pages and to the World Wide Web. PDF files are useful, for example, if you have extensive layouts made in Adobe PageMaker™. You can import PDF files from any version of Adobe Acrobat. To be read, you must have the correct plug-in installed in the Browser Plug-ins folder in the PageMill Plug-ins folder. (See “About file formats and plug-ins” on page 67.) When you place a PDF file, only the first page of the imported PDF file appears in PageMill. You can then link the image of the first page to the actual PDF file to view the entire document.

If you include PDF files, also include a link to the free Adobe Acrobat Reader application, which is required to view PDF files. You can configure Acrobat Reader as a *helper application* for browsers, to interpret the PDF format for browsers that don't support it using plug-ins. Acrobat Reader runs on Macintosh, Windows, MS-DOS, and some UNIX systems. For more information about PDF files and Adobe Acrobat, see the Adobe Web site at <http://www.adobe.com>.

Using Web links

The most significant difference between a printed page and a Web page is a link, which lets you arrange pages in a Web site nonsequentially. When you click a link, the Web browser jumps you to the page set as the link's destination. Links appear as specially marked text or images on a page. Each page can have several links, with each link leading directly to another page within your site or to pages on any other Web server in the world.



In Adobe PageMill, creating a link can be as simple as dragging the icon of a page onto selected text or an image. For more information, see “Creating a link” on page 91.

Building a Web site

As with any publishing project, planning is important and can save you much time and trouble later. A Web site is structured very differently from printed books and periodicals, and its existence depends on both local and network hardware and software. Here are the suggested steps to follow in creating a Web site:

- Determine the requirements of your server.
- Make a rough sketch of the site organization.
- Organize the Web site files and folders on your computer.
- Create the pages.
- Add links.
- Test the links that are inside your site.
- Upload the pages to the server.
- Test the links to other sites.

Step 1: Determine the server requirements

Adobe PageMill can create Web pages, but it can't upload them to the Web server. Before designing your pages, you must know:

- The URL of your Web site
- How much disk space is available for your site
- How you will be expected to deliver your files for publishing (file-naming conventions, transfer protocols, via disk or modem, and so on)
- If you plan to use scripts, the CGIs that are available
- If you plan to include server-side image maps, what kind of map format your server uses (NCSA or CERN), what operating system it runs, and the type of server software

Your Web server's administrator can provide this information.

Step 2: Sketch the page layouts and site links

Before you begin creating Web pages, you should know who your audience will be and what information you want to present (called the *content*). Then you can decide how your pages should look and how they will link together.

For each page:

- Sketch the layout of text and images.
- Consider adding tables, movies, or sounds to the pages.
- Decide where to place links and what elements you'll use for navigating through the pages. Avoid using too many links on a page that might confuse readers and keep them from following the information flow.

For the entire site:

- Diagram the relationships between the pages, showing the home page, and how pages link to each other and to pages outside your site.
- Devise a naming scheme for the files that make up your site.

Step 3: Structure your Web site

Setting up the proper directory structure for your Web site is crucial to avoiding problems later (such as broken links when files are moved) when you try to upload your pages to a Web server. To display properly over the Web, all of a site's page files and images must be stored on the Web server. To make sure that all site files transfer together when you upload your site from your computer to the Web server, set up your preferences and the folders for pages and images before you create the site.

To set up the directory structure for your Web site:

- 1 Create a folder on your computer that will hold your entire Web site. This is known as the site's *local root folder*.
- 2 Within the local root folder, create a folder for images and sounds where PageMill stores imported PICT images that it converts to GIF files. For more information on how PageMill treats imported files, see "Maintaining links to imported files" on page 76.

- 3 Choose Edit > Preferences.
- 4 Select the Resources icon and click the icon for the Resource Folder.
- 5 Select the folder you created in Step 4, and click In Here.
- 6 If you're using server-side image maps, you may have to set additional preferences; see "Specifying the server type and site location for a server-side image map" on page 104.
- 7 Save the first home page in the local root folder.
- 8 Within this root folder, continue to create subdirectories and insert all the files (including linked files) for your Web site.

***Important:** Do not save, link, or insert any Web files from outside this site folder.*

Step 4: Create the pages

Create pages in Adobe PageMill's Page window, following your layout sketches. For more information, see Chapter 3, "Adding Text" and Chapter 4, "Adding Images, Movies, and Sounds."

Follow these conventions when naming files:

- On Web servers other than Macintosh computers, be sure to follow the file-naming conventions of the server's platform. For example, do not use spaces in your filenames, and use only the characters A to Z, a to z, 0 to 9, - (hyphen), and _ (underscore). (On MS-DOS-based platforms, filenames must not exceed eight characters, not including the three-character filename extension.)
- Name HTML pages with either the *.html* or *.htm* extension (use *.htm* when you're uploading the files to a DOS server). Without the file extension, some browsers may display the file as a text file with all of its coding.

Step 5: Add links

Following your link layout plan, add links between pages. For more information, see Chapter 5, "Creating Links."

Step 6: Test links within your Web site

Test the links in Preview mode to ensure that no links between pages are broken. See "Creating a link" on page 91. You must test external links (such as links to a site on another server), from the server; see "Step 8: Test links outside of your site" on page 45.

Step 7: Upload your pages to the file server

When you have completed and tested your Web pages, upload them to the Web server. How you upload them depends on the type of server you are using and your connection to it. For more information, see Chapter 10, “Uploading Your Web Site.”

Step 8: Test links outside of your site

Once the site is up on the server, connect to your server using the browser and test any links outside of your site and any server-side image maps. If everything works, your pages are now available to anyone in the world with a Web browser.

Maintaining your Web site

Most Web sites need periodic maintenance. For example, you may need to restructure your site as it grows; correct information on the pages; or add, delete, or rename files. Use Adobe PageMill to update your pages. Remember that deleting, moving, or renaming files can break links. Adobe SiteMill™ offers a complete set of features for maintaining a Web site. Contact Adobe Technical Support (or see the Adobe PageMill CD-ROM) for information on opening Adobe PageMill 2.0 documents in Adobe SiteMill 1.0.

When you are finished updating your Web site, upload it to the Web server, replacing the old version of the site.

Creating, saving, and opening pages

In Adobe PageMill, you work with individual Web pages.

Creating a new page

Choose File > New Page to create a blank page that is ready for you to add text, images, movies, and sound. You can have any number of pages open at a time.

To set the defaults for all new pages:

- 1 Choose Edit > Preferences, and click the Page icon.
- 2 Set the background color or pattern.

- For a color, using the pop-up Appearance > Background color menu, choose Default to use the default color; or choose Custom and select a color from the color picker, and click OK.
 - To set a pattern, drag a graphics file from your Finder to the background image well.
- 3 To set the text and link colors, using the appropriate pop-up menus, choose Default to use the default color; or choose Custom and select a color from the color picker, and click OK.
 - 4 Click OK to close the Preferences dialog box. The default settings go into effect the next time you create a page.

Saving a page

Choose File > Save Page to save a page. Remember to save your work often. To save an existing page with a new name or new location, choose File > Save Page As. For file-naming conventions, see “Step 4: Create the pages” on page 44.

If you are uploading your files to a DOS or UNIX server, you might want to save your files with a specific line break format and filename suffix.

To change the default file saving formats:

- 1 Choose Edit > Preferences, and click the Page icon.
- 2 Select a format from the Line Breaks pop-up menu.
- 3 Select a suffix from the Suffix pop-up menu.
- 4 Click OK to close the Preferences dialog box. The default settings go into effect the next time you save a page.

Opening pages

In addition to opening existing PageMill documents, you can also open and edit Web pages you’ve downloaded. When opening a non-PageMill Web page on your computer, PageMill interprets all HTML tags that it understands, and displays a question mark for any tags that it cannot interpret. For more information, see Appendix B, “Viewing and Editing HTML Code.”

PageMill may work with some HTML tags differently than other authoring applications. If you open a page that was not created by PageMill, make a copy of the original file before you start editing. After proofing the edited document, you can delete the original file.

To open a PageMill page:

Choose File > Open.

To open a page from the Web:

- 1 Use a Web browser or a file-transfer utility to download the source HTML code to your computer (graphics and linked files are not downloaded). You cannot open a page directly over the Web.
- 2 Choose File > Open, choose All Readable or HTML from the File Format pop-up menu, and click Open.

Viewing a page

You can view a page in Preview mode or Edit mode, and switch between the two modes at any time:

- *Preview mode*—indicated by the PageMill globe icon in the upper right corner of the page—is the default view when you open an existing page. In Preview mode, you can see how the page will appear in a graphical Web browser, and you can test hypertext links to other pages stored on your computer. You cannot alter a Web page in Preview mode.

Note: *Because PageMill is not a full Web browser, you cannot preview links to pages that are not on your computer, and you cannot preview scripted interactions with servers.*



Preview mode

- *Edit mode*—indicated by the pen-and-paper icon in the upper right corner of a page—is the default view when you create a new page. In Edit mode, you can create and edit Web pages. The button bar at the top of the window is active in Edit mode.



Edit mode

To view pages in Edit mode by default:

- 1 Choose Edit > Preferences, and click the General icon.
- 2 Using the Open Pages in pop-up menu, choose Edit mode, and click OK.

To switch between Preview mode and Edit mode:

Click the icon in the upper right corner of the page.

To preview linked pages, do one of the following:

- Click the link to display the destination page in the same window.
- Position the pointer over the link and press to display a pop-up menu. Choose Same Window to display the destination page in the same window or choose New Window to display the destination page in a separate window.

Welcome to our online catalog. Now you can order any item in stock
by using our new interactive [Order Form](#)



To preview linked pages in a new window by default:

- 1 Choose Edit > Preferences, and click the General icon.
- 2 Using the Local Links pop-up menu, choose New Window, and click OK.

To preview animations and movies:

- 1 Double-click the image or movie to start playing.
- 2 Click once to stop the playback.

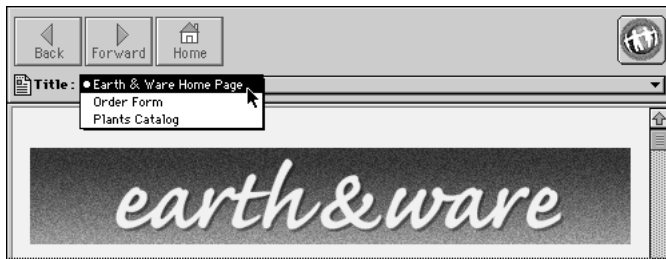
To preview sounds:

Click the sound link. (On the Macintosh, to stop a sound preview, press Command-period.)

To move between the most recently visited pages in Preview mode, do one of the following:

- Click the Home, Back, or Forward buttons at the top of the page.

- Choose the page from the Title pop-up menu.



***Note:** Moving between recently viewed pages is possible only when you've chosen to preview pages in the same window.*

Controlling the window display

In PageMill, you can stack, tile, or close all windows. To control the window display, choose the corresponding command from the Window menu.

To set tiling preferences:

- 1 Choose Edit > Preferences and click the General icon.
- 2 Click an icon to choose horizontal or vertical tiling, and click OK.

Using the Inspector palette

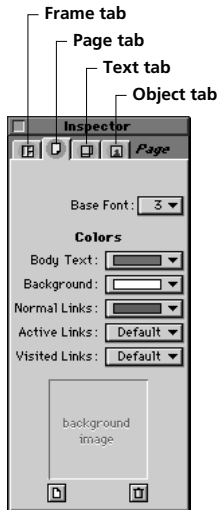
The Inspector palette is a floating palette, active only in Edit mode, that displays information about the current page or selected page elements. It has four panels with controls and options for various objects:

- The Frame panel has controls for frames that you create to divide Web pages.
- The Page panel has options for the current page.
- The Forms panel has options for the script associated with the form.
- The Object panel has options for selected images, tables, and other objects.

For more information about using a panel, see the description of the PageMill feature.

To display a panel:

Click the corresponding tab. (The Frame and Object panels are unavailable if no frame or object is selected.)



To display or hide the Inspector palette:

Choose Window > Show Inspector or Window > Hide Inspector.

To enter a value or text in a panel's text box:

Click in the text box, type the text, and then press Return.

Chapter 3: Adding Text

Text and images are the most basic features of a Web page, and form the foundation for the links you will add later. This chapter describes how to add text to a Web page using the Adobe PageMill tools.

Adding text to a Web page

You can enter and edit text the same way you would in a word processor. When the page is empty, you must begin typing from the top of the page. If text exists on the page, you must type within, or at the end, of the existing text.

You can add text to a Web page in these ways:

- Type text directly on the page.
- Copy or cut the text from another application, and then paste it into the page in PageMill.
- Drag the text from another application, and then drop it into the page in PageMill.

Note: On the Macintosh, drag-and-drop operations between applications require System 7 Pro or later, and the other application must support Macintosh Drag Manager.

- Using the Open command, import text in any of the formats supported by the PageMill application. For a complete list of the word-processing and database applications supported by PageMill see the Read Me file in the PageMill folder.

Importing text from another application removes most character or paragraph formatting. HTML does not preserve some special characters, such as ligatures and the TM (trademark) symbol. For more information, see “Using special characters” on page 60.

To type text directly on a page:

- 1 If the page is not in Edit mode, click the globe icon in the upper right corner of the page window.



2 Click the page where you want to type text. If there is no text where you click, the insertion point appears at the end of the existing text.

3 Type the text.

4 Choose from the following methods to end a line:

- To start a new paragraph, press Return.
- To create a line break, press Shift+Return.

To import text by copying and pasting:

1 In another application, select the text and choose Edit > Copy.

2 Switch to a page in PageMill.

3 If the page is not in Edit mode, click the globe icon in the upper right corner of the page window.

4 Click on the page where you want to import the text.

5 Choose Edit > Paste.

To import text by dragging and dropping:

1 Set up page windows in PageMill and in the second application that supports dragging and dropping so that both are visible.

2 In PageMill, if the page is not in Edit mode, click the globe icon in the upper right corner of the page window.

3 In the other application, select the text.

4 Drag the text from the other application into the PageMill page window, and then position the text on the page.

5 Release the mouse button.



The drag-and-drop feature isn't just for importing. You can quickly move text around a page or between pages by selecting it and then dragging and dropping it.

To import text using the Open command:

- 1 Choose File > Open.
- 2 Choose All Readable from the File Type pop-up menu to display all formats supported by PageMill. To read other text formats, you must have the appropriate plug-ins installed in the Text Converters file in the PageMill Plug-ins folder.
- 3 Locate and select a file, and click Open.
- 4 To keep your changes, save the file in PageMill.

To delete text:

- 1 Select the text.
- 2 Choose Edit > Clear, or press the Delete key.

Applying paragraph formats

Formats structure the HTML pages. You apply different formats to parts of a page that serve different functions, such as headings, paragraphs of body text, and lists. Applying a format changes an entire paragraph. To change the appearance of individual words or characters, apply character styles instead; see “Applying character styles” on page 58. For more information about how the page structure and page appearance differ, see “About Web page design” on page 36.

With all formats but the Preformatted format, browsers collapse multiple spaces, tabs, and Return characters into a single space. (To maintain the desired spacing, you can also use tables. For more information, see Chapter 7, “Adding Tables.”)

To apply a format:

- 1 Click in a paragraph.
- 2 Choose from the following Format options:
 - Choose the desired format from the Format pop-up menu in the toolbar. For a description of the formats, see “Selecting a paragraph format” on page 54.
 - Click the Indent Right or Indent Left button in the toolbar to indent a paragraph.

- Choose the desired format from the Format menu. For the Heading format, also choose a size from the Heading submenu. For a list, also choose a list type from the List submenu; for more information, see “Creating lists” on page 56.

Format	
Indent Right	⌘ [
Indent Left	⌘]
Paragraph	P
Heading	►
Preformatted	⌘ ⌘ F
Address	⌘ ⌘ A
List	►

Heading	
Smallest	⌘ ⌘ 6
Smaller	⌘ ⌘ 5
Small	⌘ ⌘ 4
Large	⌘ ⌘ 3
Larger	⌘ ⌘ 2
Largest	⌘ ⌘ 1

List	
Bullet	⌘ ⌘ B
Directory	⌘ ⌘ D
Menu	⌘ ⌘ M
Numbered	⌘ ⌘ N
Definition	⌘ ⌘ E
Term	⌘ ⌘ T

⌘ Command key

⌘ Option key

Selecting a paragraph format

You can choose the following formats either from the toolbar or from the Format menu:

Paragraph format Is a plain format used for body text. Applying the Paragraph format removes other paragraph formatting.

Preformatted format Applies a monospaced, or fixed-width, font to selected paragraphs, and retains all of the original spaces and line breaks. The Preformatted format preserves the original appearance of text when each character takes up the same space on a line (such as column alignment and line breaks), and is useful for tables from some spreadsheet applications, such as a financial report from an older mainframe computer. Browsers typically display the Preformatted format in a monospace font such as Courier.

Item	Part number	Price
Moss Panning Tray	EW0829-3159	\$32.00
Wire Pedestal Cachepot	EW5525-4268	8.00
Galvanized Florist Bucket set of 3	EW9343-4203	73.00
Spring Seedling Basket	EW6729-0648	44.00
Waterproof Boots	EW8395-7893	39.00
Nylon Vented Sun Hat	EW8783-0567	22.00

Paragraph format applied to monospaced tabular material.

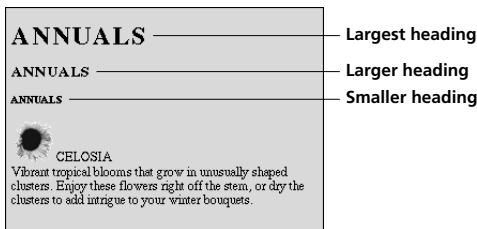
Item	Part number	Price
Moss Panning Tray	EW0829-3159	\$32.00
Wire Pedestal Cachepot	EW5525-4268	8.00
Galvanized Florist Bucket set of 3	EW9343-4203	73.00
Spring Seedling Basket	EW6729-0648	44.00
Waterproof Boots	EW8395-7893	39.00
Nylon Vented Sun Hat	EW8783-0567	22.00

Preformatted format applied to tabular material.

Address format Is useful for formatting the e-mail address, postal address, or the telephone number of the Web page author. In PageMill, the address appears in italics. The actual appearance depends on the browser. (Remember that you still must link the mail text to make the browser jump to the mail command.) For more information see “Creating a link” on page 91.

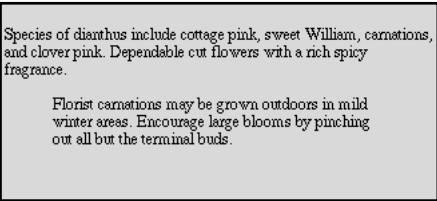
We welcome your questions and comments. Send e-mail to:
info@EARTHandWare.com

Heading formats Organize text on a page. PageMill supports the six levels of headings available in HTML 2.0. Heading sizes are relative, because the actual display size depends on the browser used to view the page. In general, use the largest size for the main heading on the page and use the other sizes for subheadings. When you select a Heading format, PageMill shows the Bold button depressed (and bold appears checked in the Style menu) because most browsers display all Heading formats in a bold type style. You cannot remove the boldface.



List formats Create different kinds of lists. Some List formats number or bullet listed items automatically. The actual appearance of a list depends on the browser. For more information, see “Creating lists” on page 56.

Indent formats Either remove space from the margins on both sides of the text (Indent Left) or add space to the margins (Indent Right). The actual amount of the indent depends on the browser; some browsers don't indent at all.



Bottom paragraph indented right.

Creating lists

Creating a list is similar to applying a format. You can also create a list containing more than one level, such as an outline, by combining a list format with indents. PageMill automatically applies a different bullet or numbering style to each level of a nested list. You can choose from six list formats:

- *Bullet List and Directory List* convert selected paragraphs into an indented, bulleted list. The bullets are added automatically in front of paragraphs which end with a carriage return— not lines which end with Shift+Return. Use the Directory List format when making a directory.
- *Menu List* converts selected paragraphs into an indented list with bullets.
- *Numbered List* converts selected paragraphs into an indented, numbered list. PageMill inserts number signs next to each item in the list. The correct numbers appear when a browser displays the list.
- *Term and Definition List formats* are designed to be used together to present glossary information. The Term format positions selected paragraphs flush with the left margin of the page. The Definition format indents the selected paragraphs.



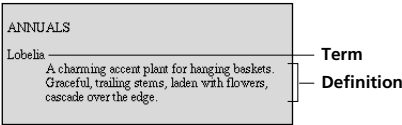
Bulleted list



Menu list



Numbered list



Term and Definition formats

To apply a Bullet, Directory, Menu, or Numbered list format:

- 1 Click in a paragraph.
 - 2 Choose Format > List, and then choose Bullet, Directory, Menu, or Numbered.
- (To add a paragraph under a single numbered entry, press Shift+Return twice to begin a new paragraph separate from the numbered entry.)

To apply Term and Definition list formats:

- 1 Make sure that terms and definitions alternate and are separated by carriage returns.
- 2 Click in a term.
- 3 Choose Format > List > Term.
- 4 Click in the definition associated with the term you just formatted.
- 5 Choose Format > List > Definition.

To create a nested list:

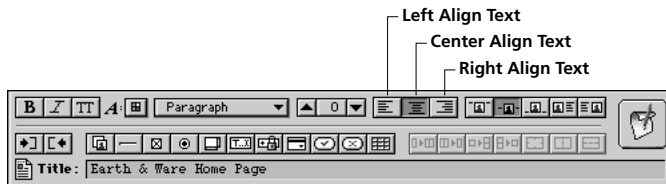
- 1 In an existing list, click in the paragraph that you want to nest.
- 2 Choose Format > Indent Right.

Changing paragraph alignment

PageMill provides left, center, and right paragraph alignment. (Some browsers do not support center or right paragraph alignment.) You change paragraph alignment using the toolbar.

To change paragraph alignment:

- 1 Click in a paragraph.
- 2 Click the button corresponding to the desired alignment in the toolbar.



Applying character styles

Character styles distinguish individual characters or words on a page. Applying a character style changes only the selected characters. (To change the characteristics of entire paragraphs, apply paragraph formats instead; see “Applying paragraph formats” on page 53.)

Some character styles, such as Sample, Keyboard, Code, and Variable, may seem unusually technical—a reflection of the roots of the Internet and HTML language in distributing reports throughout the scientific and technical community. You can choose from physical or logical character styles.

To apply a character style:

- 1 Select a range of text.
- 2 Do one of the following:
 - Using the Style menu, choose a character style, as described in the following two sections.
 - To apply a physical style quickly, click the Bold, Italic, or Teletype button in the toolbar.

Applying physical character styles

A *physical* style changes the appearance of selected text in a specific way. For example, applying the physical style Italic makes the selected text appear in italics in most browsers. Apply a physical style to make character formatting consistent across browsers. You can choose from four physical character styles:

- *Plain* is a basic style useful for body text.
- *Bold* applies a boldface version of a font.
- *Italic* applies an italic version of a font.
- *Teletype* applies a monospaced font.

Applying logical character styles



A *logical* style labels the selected text, but the actual appearance of the text depends on how a particular browser interprets the label. For example, applying the logical style Emphasis lets a browser use its own definition of Emphasis, which could mean italics, underlining, or boldface. Apply a logical style when the function of the selected text is more important than its specific appearance, or when you want a reader to control the appearance of character styles.

Strong Is intended as a more intense emphasis, often displayed with boldface text.

All the best for **vibrant** homes and gardens.

Emphasis Calls attention to the selected text. Many browsers display emphasis with italics.

Citation Is intended for titles of publications or media, such as a book or videotape.

Receive a free copy of *Gardening Hints and Tips* with your order.

Sample Is useful for representing computer status messages, and is displayed by most browsers with a monospaced font.

The message Postscript error:limitcheck Offending command:fill
may indicate a path too complex to print.

Keyboard Is useful for representing text to enter into a computer, and is displayed by most browsers with a monospaced font.

Type Name on the first line

Code Can be used to represent lines of computer code, and is displayed by most browsers with a monospaced font.

The PostScript operator showpage makes the paper come out of the printer.

Variable Is intended for text used as a variable within computer instructions. For example, you could apply the Variable style to the phrase “your name” if the reader must substitute his or her name in the instructions.

To subscribe, type `subscribe your-first-name your-last-name` in the message body.

Using special characters

On the Macintosh, you can type special characters (also known as extended characters) the same way you would in any other application, by using the Option key in combination with other keys or by copying and pasting special characters from the Key Caps application that came with your Macintosh. Adobe PageMill automatically converts special characters into the ISO Latin-1 encoding supported by HTML 2.0. For more information on entering special characters or using the Key Caps application, see your Macintosh documentation.

Some special characters cannot be represented in the ISO Latin-1 character set. For example, the © (copyright) and ® (registered trademark) characters are available, but the ™ (trademark) symbol is not. If you try to enter a special character that HTML does not support, PageMill filters it out whether you type it directly on the page or paste or drag it in from another application.

Changing the font size

Although you can't set an absolute font size for text on a page, you can indicate how the text size should differ from the browser's default size. You can enlarge or decrease the font size, or you can specify a size relative to the surrounding text. Because only Netscape-compatible browsers support font size changes (the size won't change in most other browsers), it's best to change the font size only for limited special effects. To ensure that all readers can distinguish larger text, use a paragraph heading format.

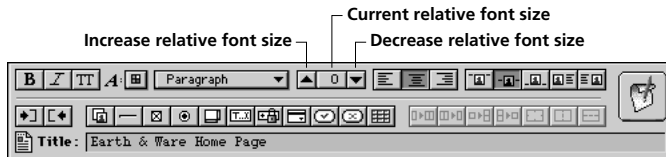
Changing the base font size changes the default font size by a relative amount, from 1 (smallest) to 7 (largest). For example, a base font of 7 will be larger in a browser using a 24-point default font than one using a 12-point default font. The most you can change the relative font sizes is seven. For example, if the base font is set to 4, you can increase the relative font size up to +3 (for value of 7), and you can decrease the relative font size by no more than -3 (value of 1).

To change the base font setting:

- 1 To display the Inspector palette, choose Window > Show Inspector.
- 2 Click the Page tab.
- 3 Choose a value from the Base Font pop-up menu.

To increase the relative font size:

- 1 Select the text.
- 2 Do one of the following:
 - Choose Style > Increase Font Size or Decrease Font Size to enlarge or reduce the font size by one size.
 - Click the relative font size arrows in the toolbar. Each click changes the relative font size by one size.
 - Click the current relative font size button (between the font size arrows) and choose a new size from the pop-up menu.



Changing the color of text, links, and the page background

By default, text entered on a page is black and links are blue (these defaults are used by Netscape when no color specifications are included in the HTML code). You can change the color of text and the color of links, active links, and links that have been clicked. (If the link is an image, the border color changes.) The colors you set are visible only in Netscape-compatible browsers; all other browsers display text and links in the default colors set in the browser preferences.

To set your own specified default color for text, links, and background color, you use the Preferences command. To change the colors for a single page, you use the Inspector. To change the color of selected text, you use the Text Color button in the toolbar. All of these methods use the color picker to select a new color.

You can also select new colors for text, links, and the background color using the PageMill color panel. The color panel is a floating palette that contains 16 color swatches. You can customize the color panel.

To change the default colors for text, the page background, or links:

- 1 Choose Edit > Preferences, click the page icon.
- 2 For Appearance, choose Custom from the pop-up menus as follows:
 - Default Text Color specifies the color of the text.
 - Background Color specifies the page background.
 - Link Color specifies the color of a link that the reader has not yet seen.
 - Active Link Color specifies the color of a link as the reader clicks it.
 - Visited Link Color specifies the color of links that the reader has recently seen.
- 3 Select a color in the color picker, and click OK.
- 4 Click OK in the Preferences dialog box.

To change the color of text, page background, or links for a specific page:

- 1 To display the Inspector palette, choose Window > Show Inspector.
- 2 Click the Page tab.
- 3 Choose Custom from the appropriate pop-up menu and select a new color from the color picker; click OK. Any changes apply to the entire page.

To change the color of selected text:

- 1 Select the text.



- 2 Click the Text Color button in the toolbar, choose Custom, and select a new color from the color picker. Click OK.

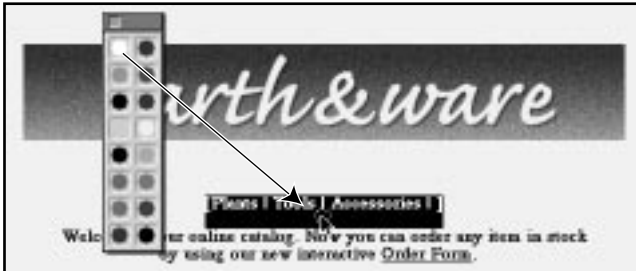
***Note:** You cannot change the color of linked text using the Text Color button. All linked text must be the same color and is set in the Inspector.*

To change the color of selected text, links, or of the background using the PageMill color panel:

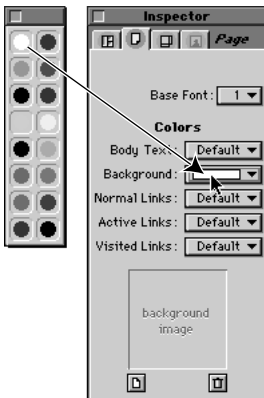
1 Choose Window > Show Color Panel.

2 To change a color do one of the following:

- To change selected text, select the text and drag a color from the color panel over the selected text.



- To change the color of all the text or a category of links, make sure the Inspector palette is visible, then drag a color from the color panel over a Colors menu in the Page panel. The new color appears as the selected color in the menu.



- To change the color of the page background, drag a color from the color panel over the Page icon or over the Background menu in the Page panel.

To customize the color panel:

- 1 Choose Window > Show Color Panel.
- 2 Do one of the following:
 - Double-click a color swatch in the color panel and choose a new color from the color picker; click OK.
 - Select colored text in a page and drag the text over a swatch in the color panel. The customized panel is saved when you save a page and is then available for all pages.

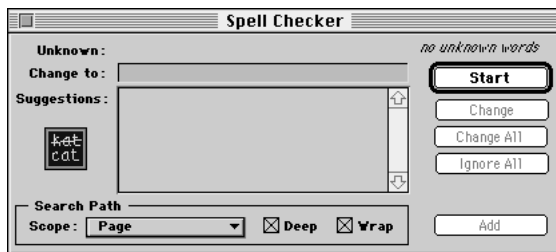
Checking spelling

The PageMill Check Spelling command lets you check the spelling in a file. Referring to a language dictionary, PageMill highlights misspelled or unknown words and words with possible capitalization errors.

PageMill also comes with an Internet Dictionary and allows you to install one user dictionary—a separate file that you can customize to supplement the base-language dictionary. For example, you can store the name of your company or your product in a user dictionary to ensure that you spell these names correctly. The user dictionary contains all of the words added to the dictionary during spelling checks or when correcting capitalization. You must store the user dictionary file in the Spelling folder within the PageMill Plug-ins folder. To create or use a second user dictionary, quit the PageMill application, move the existing user dictionary to another folder so that you can create a new one, and then restart PageMill.

To check spelling:

- 1 Click in a page or select a range of text.
- 2 Choose Search > Check Spelling.



3 For Search Path Scope, choose from the following options:

- Choose Page to search the entire Web page.
- Choose Object to search within tables and form elements.

4 Deselect the Deep option selected to ignore spelling in tables and forms.

5 Deselect Wrap if you don't want to continue searching at the beginning of a document after reaching its end.

6 Click Start to begin the spell check.

7 As PageMill finds unfamiliar words or other errors, choose from the following options:

- Click Ignore to continue checking spelling without changing text.
- Enter a correction in the Change To text box, and click Change to correct the selected occurrence or click Change All to correct all misspelled occurrences in the text.
- Select a word from the Suggestions list and click Change to correct the selected occurrence or click Change All to correct all misspelled occurrences in the text.
- Click Ignore All to leave all instances of the text unchanged.
- Click Add to store the text in the user dictionary and not mark subsequent occurrences as incorrect.

Chapter 4: Adding Images, Movies, and Sounds

You can give your Web pages individuality by adding images, animated GIFs, movies, animations, and sounds. You can also use these objects as links to other locations. In a Web page, images and other media are part of the column of text that makes up a Web page and they flow with the text as you add and delete text. Images, animations, movies, and sounds take much longer to download than text, so if you expect your readers to view your page over a regular telephone line, minimize the number of large or unnecessary objects on your pages.

About file formats and plug-ins

To be recognized by PageMill and the browser, images, animations, movies, and sounds must be named with the correct filename extensions, for example, .gif, .mov, .wav, and so on. If the files are not named correctly, they will not be displayed or played in a Web page.

Web browsers display images in GIF and JPEG formats. In addition, PageMill lets you import files in the Macintosh Picture (PICT) image format (the PICT format is converted to GIF by PageMill).

PageMill can also import Adobe Acrobat® Portable Document Format (PDF) files, movies in the Macintosh QuickTime® and QuickTime for Windows® format, and MacroMedia Shockwave® files. To use PDF, movie, or Shockwave files you must have the corresponding Netscape plug-ins installed in the Browser Plug-ins folder in the Adobe PageMill Plug-ins folder.

To insert the browser plug-ins:

- 1 Determine what Netscape plug-ins you need.
- 2 Put a copy of these plug-ins in the Browser Plug-ins folder inside the Adobe PageMill Plug-ins folder. (These plug-ins should also be in your Netscape Plug-ins folder.)

***Note:** To be sure you have all the same plug-ins in the two plug-ins folders, you can create an alias to your Netscape plug-ins folder, copy the alias folder into the PageMill Plug-ins folder, and then rename the folder Browser Plug-ins.*

- 3 Restart PageMill.

Image and animation file formats

PageMill can open images in the following formats:

GIF (.gif) is an 8-bit color format that can display up to 256 colors and is generally useful for nonphotographic images with a fairly narrow range of color, such as a company logo.

JPEG (.jpeg or .jpg) is appropriate for images with a wide range of color, such as a 24-bit (millions of colors) photograph.

Macintosh Picture (PICT) files include files that you copy and paste or drag and drop from other applications such as Adobe Illustrator 6.0 and Adobe Photoshop. PageMill converts a copy of a PICT file into a GIF file. See “Finding and replacing objects” on page 77 for more information.

Animated GIF contain a sequence of several images in a single file. Double-clicking an animated GIF file makes it cycle through the images like an old-fashioned flipbook. You can create the animated GIF file using GifBuilder (<http://iawwww.epfl.ch/Staff/Yves.Piguet/clip2gif-home/GifBuilder.html>), GIFLoop, or GIFConverter.

Important: *Only a few major browsers currently support animated GIF files, so be sure to preview your page in your intended browser to ensure that it appears as desired. Some browsers play an animation through only once, or display only the first or last frame of the animation.*

Progressive JPEG files are similar to interlaced GIF files. You can import a progressive JPEG file, but the image does not display until you save and preview the page in Netscape or using another browser. To import a progressive JPEG file, you use the Place Object button in the toolbar.

Adobe Acrobat Portable Document Files (PDF) from any version of Adobe Acrobat can be imported. To be read, you must install the Adobe Acrobat 3.0 Reader and you must have the correct plug-in installed in the Browser Plug-ins folder. (See “About file formats and plug-ins” on page 67.) When you place a PDF file, only the first page of the imported PDF file appears in PageMill. You can then link the image of the first page to the actual PDF file to view the entire document. Use Acrobat PDF files to preserve a page layout.

To import images that are not in GIF, JPEG, or PICT format, you can use the Adobe ScreenReady application (available separately) to convert them as a batch into PICT graphics, which PageMill can import and convert directly. This works especially well with EPS files.

Shockwave (.dcr) are MacroMedia Director™ movies which have been compressed using Afterburner. To use these files you must have the correct plug-in installed in the Browser Plug-ins folder. (See “About file formats and plug-ins” on page 67.)

Java applets (.class) are animations created using the Java programming language. PageMill can recognize applets but cannot preview them.

Movie file formats

PageMill can open movies in the following formats:

QuickTime movies (.mov) require that the QuickTime 2.1 or later be installed in the Extensions folder in your System folder and that the QuickTime plug-in be installed in your Browser Plug-ins folder. (See “About file formats and plug-ins” on page 67.) Before you can play a Macintosh QuickTime movie in a browser, you must flatten the movie. *Flattening* removes the resource fork from the Macintosh movie file. PCs and most browsers don’t use the resource fork. You can flatten movies using Adobe Premiere 3.x or later or other applications such as MoviePlayer 2.0, Movie Converter 1.0, or FlattenMooV. For instructions on flattening movies, see your application’s documentation or use the Adobe automatic Fax-back service, Adobe FaxYI, at 206-628-5737, and request FaxYI 200309 or FaxYI 143604.

Window AVI movies (.avi) require the appropriate Browser plug-in be installed. (See “About file formats and plug-ins” on page 67.)

MPEG movies (.mpg or .mpeg) require the appropriate Browser plug-in be installed. (See “About file formats and plug-ins” on page 67.)

Sound file formats

Many sound formats are available to browsers, depending on the equipment you use to record the sound and the computer you use to store the sound file. “Importing” a sound actually creates a link to the sound file; you can create the same effect by linking to the file. (See Chapter 5, “Creating Links,” for more information.) Imported sound appears as linked text. To be recognized by PageMill and the browser, sound filenames must have the correct extension.

PageMill can import sound files in the following formats:

AU files (.au) are the most commonly used format for cross-platform application (the μ -law format, which is also called AU from the file extension used for these files).

Audio Interchange File Format files (.aiff and .aifc) are widely used on Macintosh and Silicon Graphics computers.

WAVE (.wav) files are used with Microsoft Windows applications.

Importing an image, movie, or sound

An image on a Web page can be:

- A static picture that provides visual information. This chapter describes this use.
- A link to another resource. (See “Creating a link” on page 91.)
- An image map with multiple links to other resources. (See “Creating image maps” on page 99.)
- A Submit button on a form. (See “Using an image as a Submit button” on page 139.)

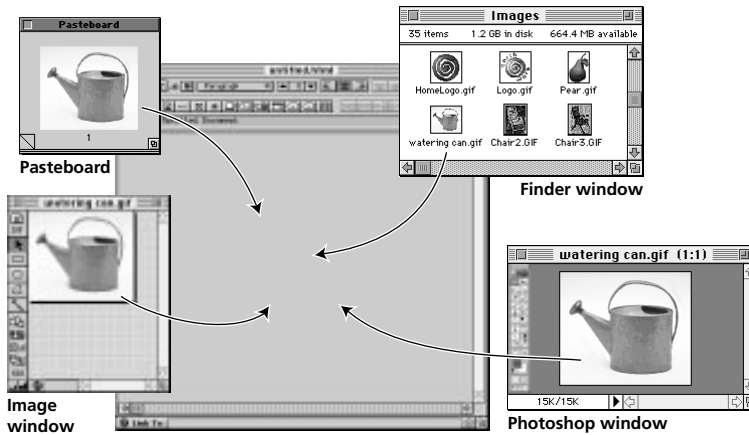
If you have many images to display, you can create a page of thumbnails, or small versions of each image in an image-editing application such as Adobe Photoshop, and link each thumbnail to a full-size version of the image. A page of thumbnails downloads much faster than a page of full-size images. Readers then can see the full-size version of any image by clicking its thumbnail. For information on choosing and using images to include on a page, see “Graphics considerations” on page 38.

To be opened in PageMill, image and animation files must have the correct filename extensions. See the Read Me file in the Adobe PageMill folder for a list of all supported file types and their extensions.

You can add images, movies, and sounds to your Web page in any of these ways:

- Drag and drop from another page, from the Pasteboard, from the Finder, or from another application (if you have System 7.5 or System 7 Pro and the other application supports Drag Manager). You can drag and drop images from Adobe Photoshop 3.0.4 or later and from Adobe Illustrator 6.0 directly into PageMill. Note that dragging and dropping a selection onto an existing selection creates a link to it; for more information, see Chapter 5, “Creating Links.”
- Drag from another page or from another application using the PageMill Pasteboard. The Pasteboard has five pages to organize copied selections. Selections remain on the Pasteboard even after quitting and restarting PageMill.
- Copy and paste from another page or from another application using the Clipboard. For information about copying a graphic from your browser page to the Clipboard and saving the graphic, see your browser documentation.
- Use the File > Place command or the Place Object button in the toolbar.
- Use the File > Open command and choose from the image formats in the File Format pop-up menu; GIF, JPEG, or PICT (images only).

- Drag an image icon from an Image window to your PageMill page.



Various ways to import images, animations, movies, and sounds into PageMill

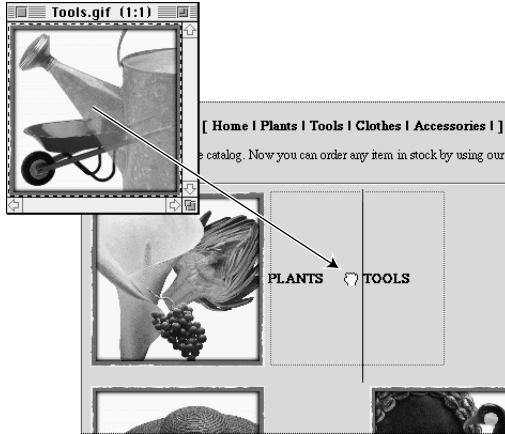
Important: Before adding images for the first time, set up the default Resource folder for images. See “Step 3: Structure your Web site” on page 43.

To import an image, movie, or sound from another application by dragging and dropping:

- 1 Set up a Page window in PageMill and a window in another application so that both are visible.
- 2 Make sure that the Page window in PageMill is in Edit mode.
- 3 In the other application, select the image, animations, movie, or sound.

(On the Macintosh, both dragging and dropping, and copying and pasting an image imports it as a PICT file, which PageMill converts to GIF as Imagex.gif and places in the Resource folder. For best results, don't try to import movies by dragging and dropping.)

4 Drag the image, movie, or sound from the other application into the Page window in PageMill, and then position it on the page. (Command-dragging a PICT file displays a dialog box that you can use to name the converted file. Make sure that PageMill is the frontmost application before you drag.)



Note: Dragging a multilayered image file from Adobe Photoshop 3.0.4 and later drags only the active layer. To import all layers, flatten the layers in Photoshop before importing.

To add an image, movie, or sound to PageMill using the Pasteboard:

- 1 Make sure that both windows are visible and that any Page windows are in Edit mode.
- 2 If the Pasteboard is not visible, choose Window > Show Pasteboard.
- 3 Drag the image from its original window to the Pasteboard. (Command-dragging a PICT file displays a dialog box that you can use to name the converted file. Be sure that PageMill is the frontmost application before you drag.)

To add an image, movie, or sound by cutting and pasting using the Clipboard:

- 1 Make sure that both windows are visible and that any Page windows are in Edit mode.
- 2 In another application, select the image, movie, or sound and choose Edit > Copy.

***Note:** On the Macintosh, Adobe Illustrator 6.0 supports dragging and dropping files. But if you are using Illustrator 3.0 or later up to version 6.0, you must convert Illustrator paths into a PICT image by pressing Command+Option+C instead of choosing Edit > Copy.*

- 3 Switch to a page in PageMill.
- 4 Click on the page where you want to import the image, movie, or sound.
- 5 Choose Edit > Paste.

To add an image, movie, or sound using the Place command or button:

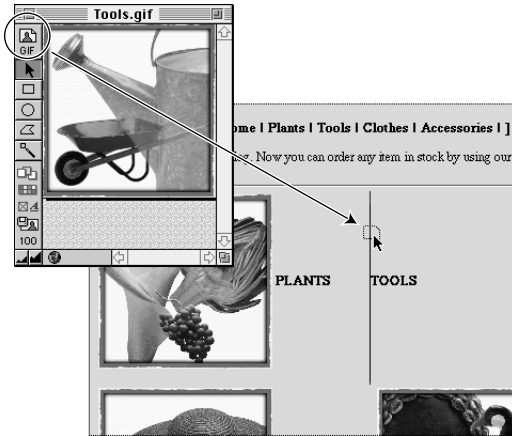
- 1 Make sure that the page is in Edit mode.



- 2 Choose File > Place (or click the Place Object button in the toolbar).
- 3 For Object Type, choose an option: All to select all object types; Images to select GIF and JPEG graphics; Java applets; PDF for Acrobat PDF files; Sounds for AU, AIFF, AIFC, and WAV formats; or HTML pages.
- 4 Locate the image, movie, or sound that you want to add.
- 5 To specify an element not present on your hard drive, select the Remote URL option and enter the URL of the element. (For more information, see “About URLs” on page 90.)
- 6 Choose whether to place the selected element, as follows:
 - Click Place to have PageMill place data it recognizes into the appropriate object type——image, Java applet, Netscape plug-in object. (However, PageMill always creates a link to an HTML or sound file.)
 - Click Link To, or Command-click Place to create a link to the file instead of inserting it on the page. (For more information about links, see Chapter 5, “Creating Links.”)

To add an image file from an Image window to your PageMill page:

- 1 Make sure that both windows are visible and that the Page window is in Edit mode.
- 2 Drag the image icon from the Image window to the page where you want to add it.



To add a media element (QuickTime movie, PDF file, Shockwave animation, and so on) to a PageMill page:

Choose from the following options:

- Drag the file from the Desktop to your page.
- Choose File > Place to select and place the file on the page.

PageMill can recognize, but not preview applets. If PageMill cannot recognize the file type but the filename has an extension, PageMill assumes that the file contains data for a plug-in and creates an empty Netscape plug-in data object (using the EMBED tag).

Many plug-in elements can be resized by selecting the element and dragging the handles that appear, or by using options in the Inspector palette's Object panel.

To play an animated GIF file, movie, animation, or a sound:

- 1 If the page is not in Preview mode, click the pen-and-paper icon in the upper right corner.
- 2 Choose from the following options:
 - To play an animated GIF file or a movie, double-click the image to start the playback. To stop playback, click once.

- To play a sound, click the sound.
- To play an animation, simply switch to Preview mode. Animations automatically play through one cycle when you switch to preview.

Note: An alert message appears and the movie or sound won't play if the supporting file format plug-in isn't installed in the Browser Plug-ins folder. For more information, see "About file formats and plug-ins" on page 67.

Determining the size and download time of images

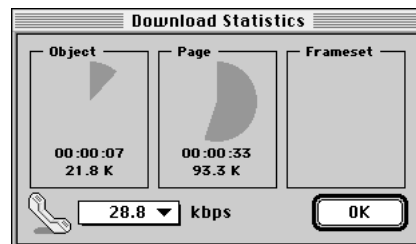
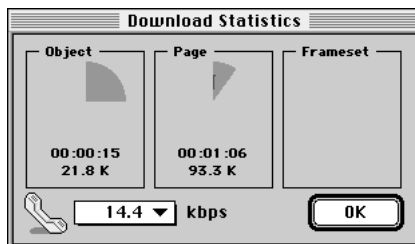
As you create your PageMill page, it's helpful to know how much time graphics and other page elements will take to download from a browser. To avoid frustrating readers with lengthy delays as pages download, you can use the Download Statistics command to estimate the download time, and adjust your page design accordingly.

To determine the size and download time of page elements:

- 1 In Edit mode, place the insertion point in a page or frame or select an object.
- 2 Choose Edit > Download Statistics. The Download Speed dialog box displays the selected element's file size and estimated transfer time over various modem connection speeds.

Download time is based on the modem's average speed. The actual time to transfer information may vary, for example, if the server is busy or if files are being downloaded from a great distance.

- 3 For kpbs, choose the modem speed you expect readers to use.
- 4 Click OK when you have finished viewing the information.



Maintaining links to imported files

It's important to keep in mind how images link to your Web page, because moving an image or other linked file after you have imported it can break the link:

- Importing a GIF or JPEG file into PageMill creates a link from your Web page to that image wherever it resided when you imported it.
- Importing a PICT file copies the file (leaving the original intact), converts the copy to GIF format as Imagex.gif (Image1.gif, Image2.gif, etc.), and stores the copy in the PageMill Resource folder as the link to your Web page. The Web page links to the GIF copy, not to the PICT original.

Properly setting up the PageMill Resource folder ensures that all converted and linked images are stored in one place, inside the local root folder of your Web site. Use the Preferences command to set up the folder, before you import any PICT image files. For more information, see “Step 3: Structure your Web site” on page 43. Keep in mind that renaming the generic Imagex.gif breaks the link to the original file. To relink the file, you must locate the original link and recreate the link using the renamed file.

Locating missing images

If an icon with a question mark appears where an image should be when you preview a page, the image cannot be found on the disk. An image may be missing if you deleted, moved, or renamed the image on your computer. (See the previous section, “Maintaining links to imported files.”) The missing-image icon also displays the path of the image it's looking for.



Missing-image icon

Note: PageMill displays the missing-image icon if a filename contains the invalid “/” character, which is also invalid on the Web. To correct the problem, rename the file and then reimport or relink it to your PageMill page.

To find a missing image:

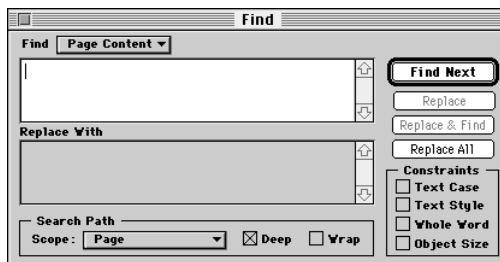
- 1 Hold down Command and double-click the missing-image icon.
- 2 Locate the image, and then click OK.

Finding and replacing objects

PageMill lets you search for and replace any object that you can select—including text, images, movies, sounds, and objects such as form controls, buttons, and links.

To search for an object:

- 1 Select what you want to search for. You can select anything on a Web page—embedded objects such as links or form buttons or controls, text, and so on.
- 2 Choose Search > Find.

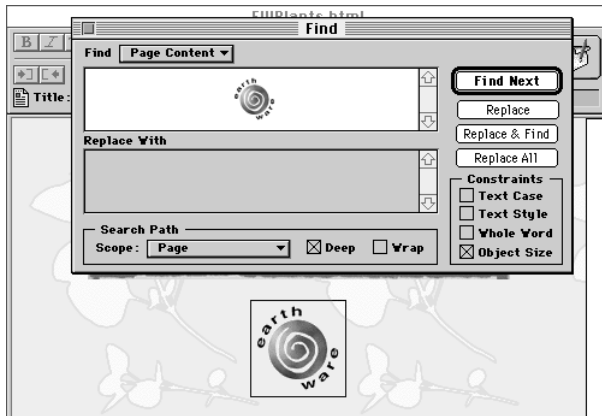


- 3 In the Find dialog box, drag the selection, or copy and paste the selection into the Find text box. The selection appears in miniature.
- 4 For Find choose from the following options:
 - Choose Page Content to search for page elements.
 - Choose Link Address to search for URLs that are underlying the links on the page.
- 5 For Search Path Scope, choose from the following options:
 - Choose Page to search the entire Web page.
 - Choose Object to limit the search to within tables and form elements.
- 6 Leave the Deep option selected to search inside of tables and forms; or deselect Deep to skip all occurrences inside tables and forms. (If you're in a table, Deep applies to any nested tables.)

7 Leave the Wrap option selected to continue the search at the beginning of the page or object when you reach its end; deselect Wrap to stop at the end of the page or object.

8 Choose from the following Constraint options to limit the search:

- Choose Text Case to match the case (upper- or lowercase) of the selection.
- Choose Text Style to match the typeface style of the selection.
- Choose Whole Word to match the selection to occurrences as whole words.
- Choose Object Size to match the size of the original selection.



9 To replace the found selection with something else (text, an image, and so on), enter, drag, or copy and paste the replacement item in the Replace With text box.

10 Click Find. PageMill highlights found text on the page, and displays the URL of found links in the Link Location bar.

11 Choose from the following options to continue the search:

- Choose Find Next to find the next occurrence of the selection.
- Choose Replace to replace the found occurrence with the item in the Replace With text box.
- Choose Replace & Find to replace the found occurrence with the item in the Replace With text box, and then find the next occurrence.
- Choose Replace All to change all occurrences of the found selection with the item in the Replace With text box.

Making part of an image transparent

You can make parts of a GIF file transparent in PageMill by selecting one color in the image and making it transparent. The transparent areas appear as the browser window's background color (or pattern). If you use a single-image file more than once in your site, all instances of the image use the same transparency settings as the original file.

Because you can specify only one color as transparent per image in PageMill, avoid anti-aliasing the outside edges of a GIF image. An anti-aliased edge will contain variations of the background color that won't be transparent, creating an unwanted halo against the page color or the background pattern.

(You can use an image-editing application to specify multiple colors for transparency—such as Adobe Photoshop 3.0.4 or later and its GIF89a Export module. Or use an image-editing application to apply one color to all areas that will become transparent and isolate an image from its background; then import the image into PageMill.)

GIF files do not lose color information when you apply transparency, so you can change the transparency setting again at any time. For example, if you applied transparency to red areas of an image and then later apply transparency to green areas, the original red color information reappears.



Image before transparency



Transparency applied

To make part of an image transparent:

- 1 As an option, in an image-editing application, select the part of the image that will remain (not be transparent). Fill all other areas with one color (but not a color used in the parts of the image that you want visible); then choose this fill color as the transparency color. Save the file.
- 2 In PageMill, to select the image choose File > Open Selection, or choose File > Open and choose from the image formats; GIF, JPEG, or PICT. The image appears in an Image window.
- 3 In the Image window, select the transparency tool, and click the color that you specified in step 1 to be the transparency.



- 4 Choose File > Save Image.
- 5 Close the Image window.

To change a transparent area back into an opaque area:

- 1 In PageMill, hold down Command and double-click an image to open it in the Image window.
- 2 Select the transparency tool and click the transparent area.

Displaying a text label instead of the image

When readers will be using browsers that cannot display graphics or have optional graphic display, you should include a text replacement for the image. In the Web browser, the text label appears in place of the image.

To add a text label to an image:

- 1 Select the image.
- 2 To display the Inspector palette, choose Window > Show Inspector.
- 3 Click the Object tab.

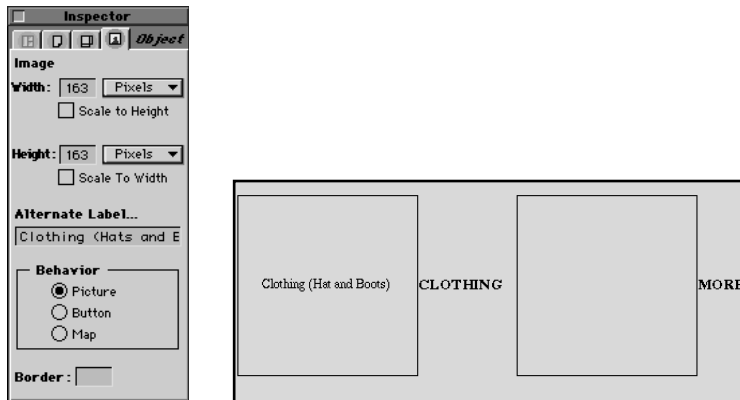


Image label in browser

- 4 In the Alternate Label text box, type a label and then press Return.

Changing the size of an image

You can resize an image visually or by a specific amount, either by pixel dimensions or as a percentage of the height or width of the browser window size. You can maintain the horizontal or vertical proportions of the image as you resize it.

Resizing an image in PageMill always overrides the original image size, even if you later change the image dimensions in another application. To quickly change the dimensions of an image that appears on many pages, do not resize it in Adobe PageMill. Instead, resize the original image in an image-editing application to update all instances of the image at once.

Note: Reducing an image's dimensions in PageMill doesn't make the image download faster because PageMill doesn't resample (reduce the number of pixels in) the images you resize. To make images download faster, resample them in an image-editing application such as Adobe Photoshop and then reimport them into PageMill.

To resize an image visually:

- 1 Select the image.
- 2 Drag one of the handles on the edge of the image, as follows:
 - To resize only horizontally, drag the handle on the right edge.
 - To resize only vertically, drag the handle on the bottom edge.
 - To resize both dimensions, drag the handle at the bottom right corner.
 - To constrain the original image proportions, hold down the Shift key then drag the bottom right corner handle (you must hold down Shift before you begin dragging).



Original size

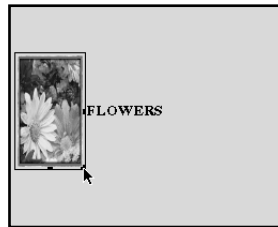
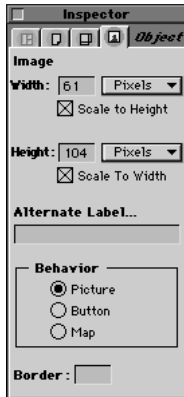


Image resized

To resize an image numerically:

- 1 Select the image.

- 2 To display the Inspector palette, choose Window > Show Inspector.
- 3 Click the Object tab.



- 4 In the Width or Height option, choose a unit of measure from the pop-up menu:
 - Pixels measure dimensions in screen pixels on the page.
 - Percentage refers to the window size, with 100% width or height equaling the window's width or height. The image automatically resizes in proportion to the size of the browser window that displays it. Proportional resizing is useful, for example, for displaying a banner image at the full width of a browser window.
- 5 Specify new dimensions using one of the following options:
 - To enter a vertical dimension and maintain the original proportions, select Scale to Width, and then type a dimension in the Height option.
 - To enter a horizontal dimension and maintain the original proportions, select Scale to Height, and then type a dimension in the Width option.
 - To resize the image freely, deselect Scale to Height or Scale to Width, and then type dimensions into the Width and Height options.
 - To reset the image to its original size, select Scale to Height and Scale to Width.

You can move between fields by pressing Tab.

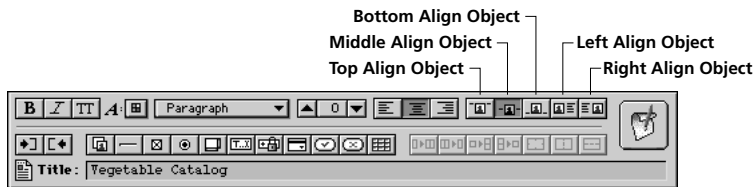
- 6 Press Return.

Aligning an image with text

If you position an image within a line of text and the image is taller than the text, the image will increase the line spacing in that line of text. You can align the top, center, bottom, right, or left side of the image with the text. PageMill also supports wrapping text around an image.

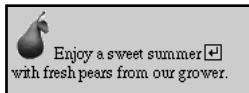
To align an image with text:

- 1 Select the image.
- 2 Click the Top, Middle, Bottom, Right, Left, or Right Align Object button in the toolbar.



To create a text wrap:

- 1 Press the Left Align Object button to move the graphic to the left and to wrap multiple lines of text around this graphic.
- 2 To end the text wrap, choose Edit > Insert Invisibles > Margin Break to insert a margin break character. The margin break inserts a line break that extends down below the image and resets the insertion point at the current left margin.



Adding a border to an image

You can add a border to an image. A border always surrounds the rectangular boundaries of an image, regardless of the image's shape.

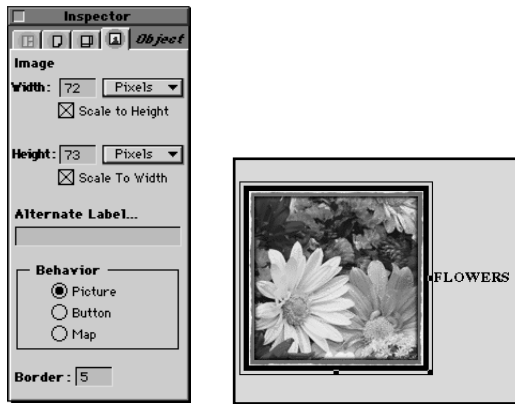
Most browsers display a 2-pixel border around a linked image and no border around unlinked images. Keep this convention in mind when using borders with linked and unlinked images:

- If you add a border to an unlinked image and you don't want the border to look like a link border, specify a border width other than 2 pixels.

- If you remove a border from a linked image, design the image so that a reader can tell that it is a link.

To add or remove an image border:

- 1 Select the image.
- 2 To display the Inspector palette, choose Window > Show Inspector.
- 3 In the Object panel, type a number into the Border option, or type 0 to remove an existing border. (If you leave this option blank, the browser determines if a border will appear around the image.)
- 4 Press Return or Enter.



Border value 5 applied

Creating an interlaced image

Interlacing prevents the undesirable display of empty areas of a page while large images are downloading by gradually revealing a GIF file. Web browsers that do not support interlacing can still display interlaced GIFs, but without the interlacing effect.

You can't preview the interlaced effect in Adobe PageMill. To see the interlacing, you must load the page in a Web browser that supports interlaced GIF files.

To create an interlaced image:

- 1 Hold down Command and double-click a GIF image on a page.



- 2 In the Image window, click the interlace icon. The icon changes to a striped appearance to indicate interlacing.
- 3 Choose File > Save Image.
- 4 Close the Image window. Interlacing affects all instances of the image that appear in the Web page.

Using an image as a page background

You can use an image as the background pattern for a page. When a Web browser that supports Netscape backgrounds displays the page, the browser will *tile*, or repeat, the pattern behind the text and graphics on the page. You can use any image that PageMill can import. For more information, see “Image and animation file formats” on page 68.

A background image can detract from the effectiveness of a page if used improperly. Here are some considerations for creating an effective background image:

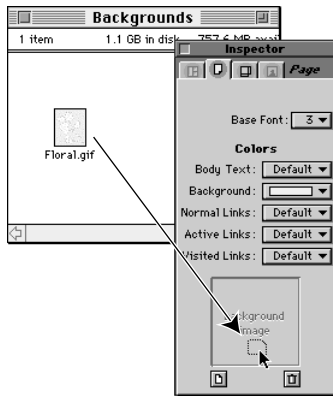
- Don’t use an animated GIF file as a tiled background image. Browsers cannot run the animation sequence when the animated GIF is tiled as a background, and depending on the browser used, only the first or last frame of the image will display.
- Minimize the level of contrast and color saturation in the background image. An intensely colored or visually busy background can make the page text difficult to read.
- Use a small image so that it will download quickly.
- Avoid using transparency in background images, because the Macintosh Netscape browser cannot display them.

To add a page background using the Inspector palette:



- 1 To display the Inspector palette, choose Window > Show Inspector.
- 2 Click the Page tab. The background image well is in the Page panel.
- 3 Choose from the following options:
 - In the Page panel, click the page icon below the background well, and locate and open a file.

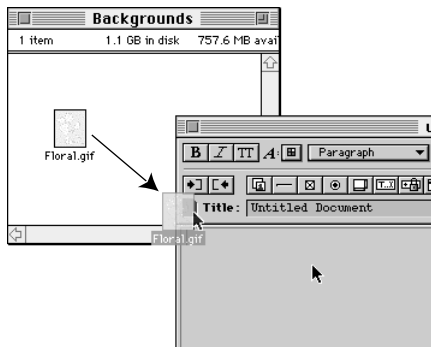
- Drag a file from the Finder into the background well.



- Drag an image from another application or select and drag an image from an open PageMill page into the background well.

To add a page background using the page icon:

- 1 Locate the image you want in the Finder or open the image.
- 2 Drag the file from the Finder or from the open document over the page icon on the PageMill page.



To remove a background image:

- 1 To display the Inspector palette, choose Window > Show Inspector.
- 2 Click the Page tab.
- 3 Click the trash can icon below the background image well.

**Adding horizontal rules**

Horizontal rules are a useful option for dividing your Web page into sections. You can change the size (thickness) and width of a horizontal rule visually or numerically. Width specifies how far the rule extends across the page as a percentage of the page width or as pixels.

To add a horizontal rule:

- 1 Click where you want to insert the rule.
- 2 Click the Insert Horizontal Rule button on the toolbar.

**To make a horizontal rule unshaded:**

- 1 Select the rule.
- 2 To display the Inspector palette, choose Window > Show Inspector.
- 3 In the Object tab, select the No Shade option.

To change the dimensions of a rule visually:

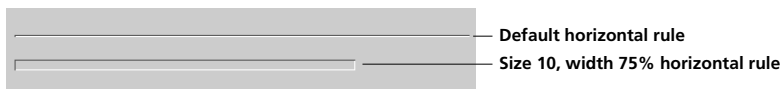
- 1 Select the rule you want to edit.
- 2 Drag one of the handles on the edge of the rule, as follows:
 - To resize the horizontal dimension only, drag the handle on the right edge.
 - To resize the vertical dimension only, drag the handle on the bottom edge.
 - To resize both dimensions freely, drag the handle on the bottom right corner.

- To resize while keeping the most recent proportions of the rule, hold down the Shift key as you drag the bottom right corner handle.



To change the dimensions of a rule numerically:

- 1 Select the rule you want to edit.
- 2 To display the Inspector palette, choose Window > Show Inspector.
- 3 In the Object tab, choose from the following resize options:
 - To change the width, choose a Width option: choose Percentage and enter a percentage to specify how far the rule extends across the default page; or choose Pixels and enter the width in pixels.
 - To change the size, enter a value in the Size text box in pixels to specify the rule's thickness.



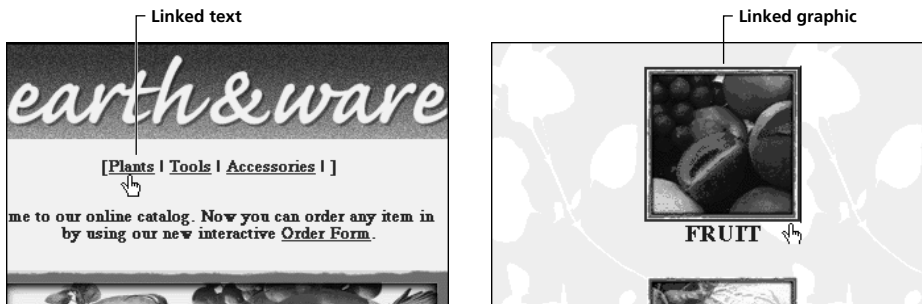
- 4 Press Return or Enter.

Chapter 5: Creating Links

A link takes you from the current page to another location—somewhere else on the same page, on another page within your Web site, or on a page on any other server on the Internet. A link can be any text, image, or part of an image (called an image map) on your page. For more information about image maps, see “Creating Image Maps” on page 99.

How links appear on a Web page

In Adobe PageMill as in most browsers, text links appear in blue, and image links appear with a blue border by default. When you're in Preview mode and pass the pointer over a link, the pointer changes to a pointing hand. In a Web browser, after you use a link it usually changes color to let you know you've clicked it. However, the actual appearance and pointer behavior for links may vary depending on the settings in the reader's Web browser.



You can set the colors for normal, active, and visited links on Netscape-compatible browsers. For more information, see “Changing the color of text, links, and the page background” on page 61.

About URLs

Every link uses a URL, or Uniform Resource Locator, to find its destination. A URL is similar to the directory paths used in operating systems such as MS-DOS or UNIX, and includes the appropriate protocol required by the link. (For more information about structure of a URL, see “Using Web addresses” on page 34.) For example, a Web page could have a URL such as:

<http://www.company.com/departments/sales/western.html>

URLs are either *absolute* or *relative*:

- An absolute URL gives the complete pathname from the root of the server to the name of the page to be linked. An absolute URL won't work if you move the file to another directory or server, because the URL no longer matches the directory names in the path. For example:

<http://www.company.com/departments/sales/western.html>

- A relative URL describes the location of the linked page relative to the current page. In the following example, the two periods tell the browser that the file is located in the folder above the folder containing the current page. If you move a file referenced by a relative URL to another directory or server, the link continues to work as long as the file exists one directory up in the hierarchy.

[../listformats.html](#)

Important: *If you must move a site between your computer and the Web server, relative URLs are more likely to preserve the links on both machines.*

As long as PageMill supports the URL type, you can link to other URL types supported by World Wide Web browsers, such as ftp, gopher, and mailto:. (For example, to let readers of your page send you messages through e-mail, you can use the mailto URL type to link to an e-mail address.)

PageMill supports the following URL types:

- file:// Opens a file on a mounted volume
- http:// Opens a World Wide Web page
- ftp:// Connects to a server using the file transfer protocol

- gopher:// Connects to a Gopher server
- telnet:// Connects to a server using Telnet
- news: Connects to a Usenet newsgroup
- mailto: Sends an electronic mail message
- snews: Opens a secure newsgroup connection
- shttp:// Opens a secure World Wide Web connection

The specific use of URLs is outside the scope of this guide. For more information on other sources of information about URLs, see Appendix B, “Viewing and Editing HTML Source Code.”

Creating a link

To create links in PageMill, you select the text or object that will be the link and then you specify the URL for the link destination. When a reader clicks on a link, they jump to the destination. This destination can be somewhere in the same page, somewhere in another HTML file, a graphic, movie, or other media object, or another Internet service such as mailto:. Having the correct URL address is critical to making the link work.

You create a link by dragging and dropping, by copying and pasting, or by typing the URL. Which method you use depends on whether you’re creating links within your site or in a Netscape-compatible browser; or whether you’re creating links to outside Web sites, other Internet resources, or to a PDF file. Regardless of the method you use, each link’s protocol must match the type of link that you’re creating. For more information, see “About URLs” on page 90.

A link to a page leads to the top of a page. (To link to a location elsewhere on a page, create an anchor first, and then link to the anchor. For more information, see “Creating an anchor” on page 95.)

To create a link by dragging and dropping:

- 1 Open the page where you will create the link.
- 2 Select the text, image, or anchor which will be the link.
- 3 Choose from the following options:
 - Open a destination page and drag the page icon from the destination page and drop it onto the selection.



Select text in first window . . .



then drag page icon from second window to create link.

- Drag a file icon from the Finder over the selected text.
- Drag linked text from the Pasteboard over the selection. (For more information, see “Keeping frequently used links handy” on page 98.)
- Drag linked text from a Netscape page over the selected text.

PageMill creates a relative link when you link pages by dragging and dropping. You don’t need to enter a URL.

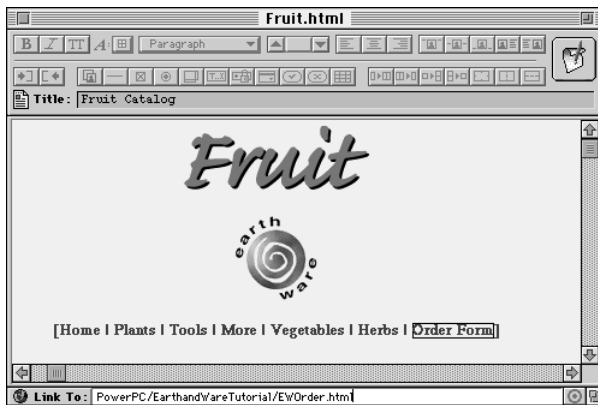
- Choose File > Place. Select the file that you want to link to, and click Link To. (To link to a remote site, see the following procedure.)

Note: When you create links to files be sure that you also store the files in your Web site folder before you upload your site. For more information, see “Structure your Web site” on page 43.

To create a link to outside Web sites, to other Internet resources, or to a PDF file:

- 1 Select the text or image that you want to become a link.
- 2 Do one of the following:
 - Click the Link Location bar at the bottom of the Page window, and type the URL of the destination page. Press Return.

Note: If you type the first letter of the URL protocol, and then press the Tab key, PageMill enters the rest of the URL type for you. (For example, to enter `http:`, type `h` and press Tab. PageMill enters `ttp:` and you can type the rest of the URL.) Use the same shortcut to enter the domain, by typing its first letter and pressing Tab to have PageMill fill in the rest (for example, `.edu`, `.com`, `.net`, and so on).



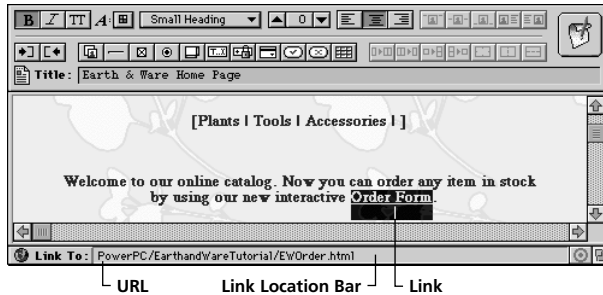
- Choose File > Place. Select the Remote URL option and enter the URL of the file you will link to. Click Link To. The link appears on the PageMill page.

To test a link:

- 1 Make sure that any pages or images files containing links are stored in your Web site folder. PageMill can test links only to local files.
- 2 If the page is not in Preview mode, click the pen-and-paper icon in the upper right corner.
- 3 Click the link.

To view the URL for a link:

- 1 Do one of the following options:
 - In Preview mode, move the pointer over the link.
 - In Edit mode, triple-click the link.
- 2 View the URL in the Link Location bar.



Selecting and moving links

When you move text or an image that functions as a link, the link goes with the text or image.

To select all text connected by the same link:

Triple-click linked text.

To move linked text or a linked image:

- 1 Select the linked text or a linked image.
- 2 Do one of the following:
 - Drag the link to another location on the same page, or to another page.
 - Choose Edit > Copy. Click where you want to add a link, and choose Edit > Paste.

Creating an anchor

To link to other than the top of a page, you link to an *anchor* (the destination of a link). Anchors help readers navigate through long pages. For example, a table of contents or a navigation bar at the top of the page can list topics that link to anchors attached to headings throughout the page.

PageMill names anchors as Anchor:xxx using randomly generated numbers. You can change the name of an anchor using the Inspector palette. The change affects only the page—not links to that anchor on other pages.

To create an anchor:

- 1 Save your page with a *.html* file extension.
- 2 If the page is not in Edit mode, click the globe icon in the upper right corner of the page.
- 3 Open the page where you want to create an anchor. If necessary, scroll to the part of the page where you want the new anchor.
- 4 Do one of the following:
 - Drag the page icon to where you want to place the anchor.
 - Click to the left of the text or object where you want to place the anchor, and choose Edit > Insert Invisible > Anchor.

Note: Anchors are always hidden in Preview mode and always visible in Edit mode (unless Edit > Hide Invisibles is chosen).

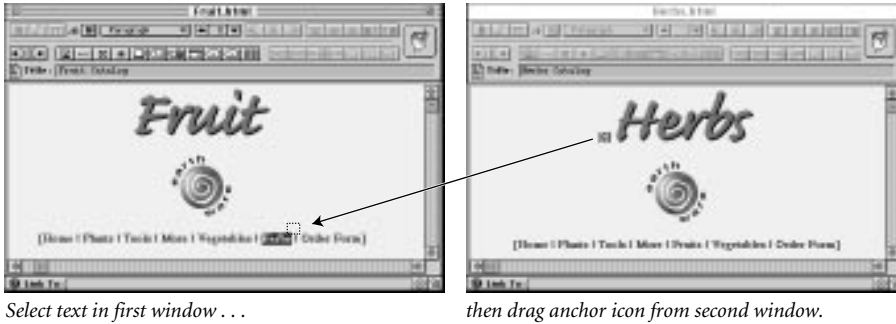
To rename an anchor:

- 1 Select the anchor.
- 2 To display the Inspector palette, choose Window > Show Inspector.
- 3 Click the Object tab.
- 4 Type a new name for the anchor.

Note: Remember to change an anchor name before making links to the anchor. Changing the name after linking to the anchor breaks all links to the old anchor name.

To link to an anchor:

- 1 Select the text or object that will link to the anchor.
- 2 Scroll to the anchor, or open the page containing the anchor.
- 3 Drag the anchor icon onto the selected text or selected object.



To link to an anchor beyond the current page:

- 1 Insert the anchor next to the text or object it will link to.
- 2 Select the text or object that will be the link and then drag and drop the anchor onto the text or object.
- 3 Choose Edit > Cut, move to the location outside of the current page, and then choose Edit > Paste to place the anchor in its final location.

To hide anchor icons:

Choose Edit > Hide Invisibles.

Creating unattached links

You can create a new link anywhere on a page, without attaching the link to existing text or to an image. (Usually when you drag a page icon, image icon, or anchor icon onto other than the selected text or a selected image, PageMill inserts the image at that new location, or moves the anchor.)

When you add a link only, the link appears as the name of the page, image, or icon. The method you use depends on whether you are linking to an anchor or to an image.



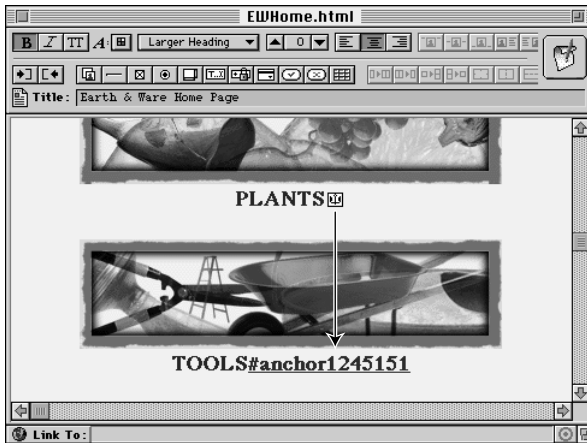
Use the Pasteboard to store frequently used anchors, or to hold an anchor as you scroll beyond the edge of the page.

To link to an image without inserting the image on the page:

Hold down Command, and drag the file icon from the Finder onto a page or choose File > Place, select the image file, and click Link To.

To link to an anchor on the same page without moving the anchor:

Hold down Command, and drag the anchor icon to another location on the page. The anchor name appears as the link text.



Removing a link

Removing a link from text returns the text to its normal text color. Removing a link from an image discards the border indicating a link.

To remove a link:

- 1 Triple-click to select the linked text or a linked image.
- 2 Choose Edit > Remove Link.

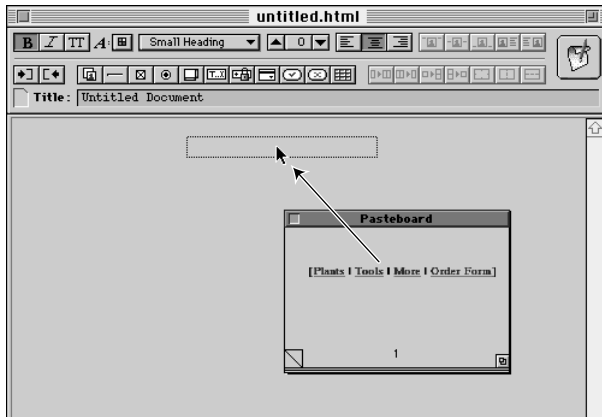
Keeping frequently used links handy

PageMill has several ways to keep frequently used links available so that you can just drag them onto the pages you create:

- Create a Web page containing frequently used links so that you can copy links from the file. Store the page on your computer and keep it open as you build a page.
- If you are using Netscape Navigator, copy links from the Netscape Bookmarks.html file (located in the System folder, within the Netscape folder in the Preferences folder). Open the Bookmarks file and copy links from it without editing or saving it.



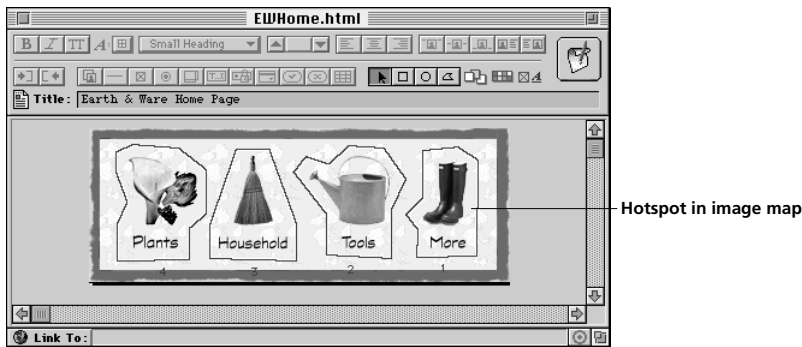
Store frequently used links on the Pasteboard. For example, if you keep a navigation bar on the Pasteboard, you can easily insert it in your Web pages as needed, instead of re-creating each link in the navigation bar. To copy rather than remove something from the Pasteboard, hold down Option as you drag.



Chapter 6: Creating Image Maps

Image maps are single images that contain multiple links. Clicking different parts of the image, called *hotspots*, activates different links and moves the reader to different locations.

You can use any GIF file or JPEG file to create an image map. To be effective, the image should contain easily discernible regions so that the reader understands where to click. For example, you can import an image to use as a visual menu bar and create hotspots over each object in the image. Clicking an object opens the page linked to that object.



About image maps

Adobe PageMill lets you create two types of image maps: client-side image maps and server-side image maps. The image maps differ in the location of the image map files and the speed with which the linked page appears.

Client-side image maps store the hotspot coordinates and links directly within the HTML page, not in a separate map-definition file as do server-side maps. Thus, it's faster to display linked pages and you can test links for a client-side map without uploading to the Web server. When the reader passes the pointer over a hotspot, the client-side map shows its exact address. When the reader clicks a hotspot, the browser sends the server a URL. A disadvantage of client-side maps is that not all browsers support them; but both Netscape Navigator 2.0 and later, and Microsoft Internet Explorer 2.0 do.

Server-side image maps require two files: an HTML file containing the image and a separate map-definition file for the link, stored on the Web server. When the reader passes the pointer over a hotspot, the coordinate numbers of the image map appear. When the reader clicks a hotspot, the browser sends the click coordinates to the server, the server looks up the linked location in the image map file, the server contacts the Web server storing the linked page, and the server then sends the correct page back to the browser. Not only is this communication time-consuming, but maintaining the correct server-side files can be confusing. Server-side maps are slower than client-side maps, but they are supported by most browsers.

The following procedure explains how to create a client-side image map. For the steps required to create a server-side image map, see “Creating a server-side image map” on page 104.

Creating a client-side image map

Creating a client-side image map requires three steps:

- Select the GIF or JPEG file on the PageMill page.
- Edit the image map by drawing the hotspots and creating links to them.
- Test the links.

Editing a client-side image map

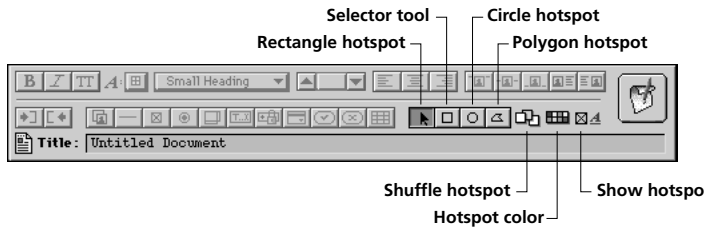
You can use any GIF or JPEG file to create a client-side image map. You edit client-side image maps in the PageMill window. Editing a client-side image map is called *in-line* or *in-place editing* because it's done within the page.

To activate an image for a client-side image map:

- 1 If you are not in Edit mode, click the globe icon in the upper right corner.
- 2 Double-click the image. A gray border appears around the selected image, and the drawing tools appear in the second line of the toolbar.

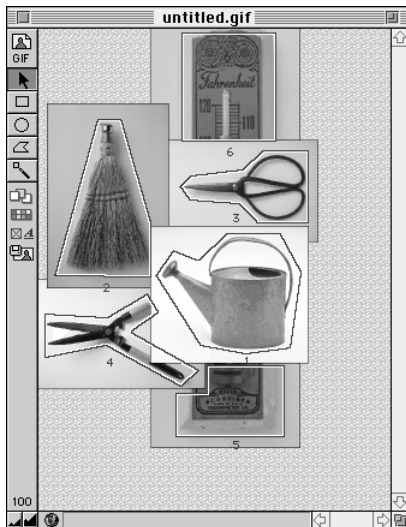
Adding hotspots to a client-side image map

You add hotspots to an image map using the drawing tools in the toolbar.



To add hotspots:

- 1 Select a rectangle, circle, or polygon tool from the toolbar.
- 2 Drag the tool over the image to draw a shape. PageMill numbers each hotspot as you draw it, with lower numbered hotspots in front.



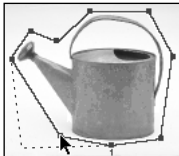
- 3 Choose File > Save Page.

Editing hotspots in a client-side image map

You can edit the hotspots you create by selecting them and then moving or resizing them, or changing their colors to make them more visible.

To edit a hotspot:

- 1 Click the Selector tool, then click a hotspot. Handles appear around the hotspot.
- 2 Choose from the following options:
 - To move a hotspot, drag the hotspot. Be careful not to drag the hotspot by its handles.
 - To resize a hotspot, drag any of its handles.



- To change the color of all hotspots, click the hotspot color tool and select a color.

Note: Because the hotspot does not appear in the browser, it's important to make the clickable area obvious to the reader when designing an image for image maps.

- To delete a hotspot, choose Edit > Clear, or press Delete.

Layering hotspots in a client-side image map

You can layer overlapping hotspots to change the order in which they are activated (frontmost first, with lower numbers in front of higher numbers). You can move a hotspot forward or backward in the layer order.

To change the layering order of hotspots:

- 1 Select the hotspot.
- 2 Click the Shuffle Hotspot tool, and choose an option from the pop-up menu:



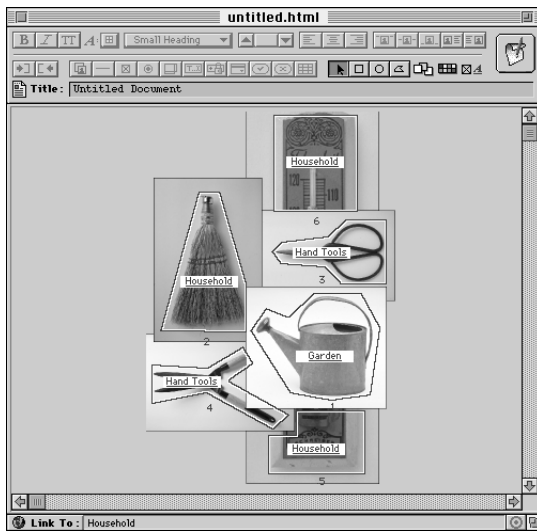
- Bring To Front moves the selected shape to the top layer.
- Send To Back moves the selected shape to the bottom layer.
- Shuffle Forward moves the selected shape forward one layer.

- Shuffle Back moves the selected shape back one layer.

Creating and displaying links in a client-side image map

Once you've added a hotspot, you create a link to it the same way you link to any image. (For more information, see "Creating a link" on page 91.) Be sure to save the file after you've linked the hotspots.

When you add a link, select a hotspot, or drag a link onto a hotspot, the filename of the link appears over the hotspot (or the title of the HTML document appears in the Title field), and the link URL appears in the Link Location bar next to the globe.



You can turn off the display of links. Hiding the link names helps to avoid visually cluttered pages.

To turn off link display:



Click the check box icon next to the letter A in the toolbar.

Testing a client-side image map

To test a client-side image map, switch the page to Preview mode and click the hotspot. You can preview client-side maps from the hard drive in the browser that supports them.

Creating a server-side image map

Creating a server-side image map requires six steps:

- 1 Use the Preferences command to choose the server type and indicate the location of your root folder on the server.
- 2 Open the GIF or JPEG file that you're using as an image map.
- 3 Edit the image map by drawing the hotspots and creating links to them.
- 4 In the Inspector palette, click the Object tab and mark the image as an image map.
- 5 Instruct the server where the image map file is located.
- 6 Test the links.

Specifying the server type and site location for a server-side image map

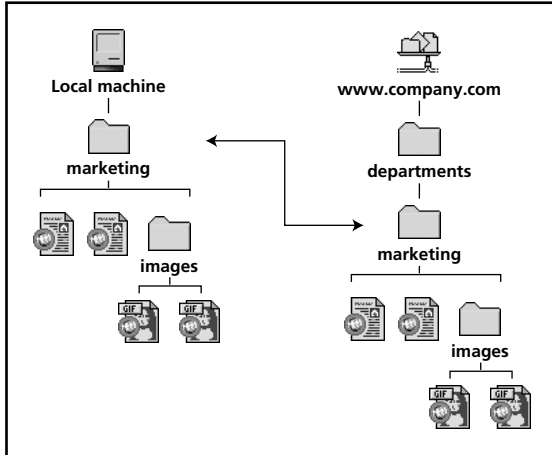
Setting up a server-side image map is more complicated than setting up a client-side image map. Links to server-side image maps may depend on a Common Gateway Interface (CGI) script that is closely tied to the type of server that publishes your Web site. (CGI is a language that allows communication between a Web browser and a Web server, such as a query to a database by a Web page. The proper use of CGI is outside the scope of this guide, but many sources for CGI information exist on the World Wide Web; or consult your Webmaster.)

When you set up an image as a server-side map, Adobe PageMill creates an *image map file* that describes the links to the file (the hotspots) you created. The image map file must contain the server-specific locations of link destinations. You can use only one image map file per image. You can use an image and image map file more than once per site or per page.

To create a server-side image map file properly, you must first specify this information (available from your Internet Service Provider [ISP])

- Your Web site map format, NCSA or CERN

- Line break preferences for the server platform
- The location of your site's root folder on the Web server
- The <AHREF> for a graphic that contains a server-side image map (can the link be directly to the map file or is a cgi-bin required?)
- The location of the image map file once it is uploaded to the Web server



The local root folder of the site on your computer corresponds to the remote root directory of the site on the Web server.

To specify the map format, line break, and server location preferences:

- 1 Choose Edit > Preferences.
- 2 Click the Resources icon.
- 3 Choose a server type from the Map Format pop-up menu, as specified by your ISP: either NCSA or CERN.
- 4 Click OK, or skip to step 2 of the next procedure.

To specify the line breaks to match the Web server platform:

- 1 Choose Edit > Preferences.
- 2 Click the Page icon in the Preferences dialog box.

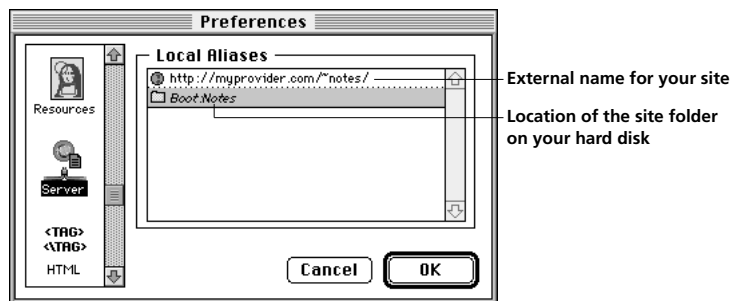
3 In the File Format section, use the Line Breaks pop-up menu to select the line break that matches the Web server platform (not the platform on which you are creating Web pages): Macintosh, Unix, or DOS.

4 Click OK, or skip to step 2 of the next procedure.

To specify the root location of your site and the location of the uploaded image map file:

1 Choose Edit > Preferences.

2 Click the Server icon in the Preferences dialog box.



3 Next to the globe icon, enter the absolute URL to the top level of your site on the remote Web server (this is the information needed for the server-side map file). For example, *http://myprovider.com/~notes/*. This URL must end with a slash (/).

4 Click the folder icon and select the top level of your local root folder; click In Here.

Note: You might also want to indicate local aliases when your site has globally referenced resources you want to access with absolute pathnames or when the same clip-art archive is available on your server and on your local disk (using the local alias prevents broken links to the archive when you upload your site to the Web server).

Editing a server-side image map

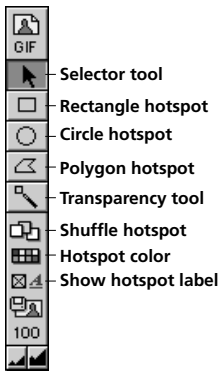
You can use any GIF or JPEG file to create a server-side image map. Editing a server-side image is called *out-of-place editing*, and is done in an Image window.

To open an image for a server-side image map:

- 1 Open the page containing the image.
- 2 Hold down Command and double-click to display the image in an Image window.

Adding hotspots to a server-side image map

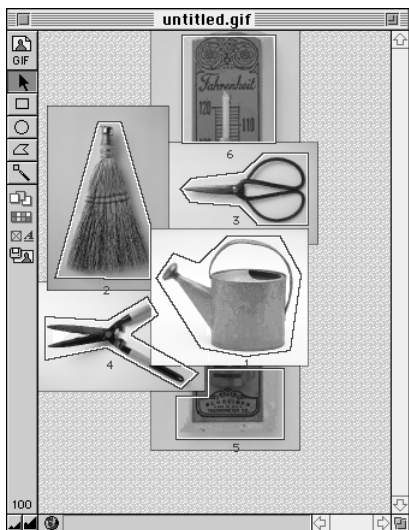
You add hotspots to an image map using the drawing tools in the Image window.



To add hotspots:

- 1 Select a rectangle, circle, or polygon tool.

2 Drag the tool over the image to draw a shape. PageMill numbers each hotspot as you draw it, with lower numbered hotspots in front.



3 Choose File > Save Page.

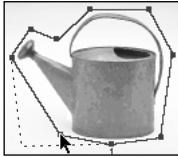
PageMill saves the new file containing the hotspot data in the same folder as the image, and names the data file the same as the image plus the extension *.map*. (For example, the image map for Sun.gif would be Sun.map.) The hotspot data contains the shape of the hotspot, the link path to the linked file, and the coordinates for the position of the hotspot.

Editing hotspots in a server-side image map

You can edit the hotspots you create by selecting them and then moving or resizing them, or changing their colors to make them more visible. You can also layer overlapping hotspots to change the order in which they are activated (frontmost first, with lower numbers in front of higher numbers). You can move a hotspot forward or backward in the layer order.

To edit a hotspot:

- 1 Click the arrow tool, and click a hotspot to select it. Handles appear around the hotspot.
- 2 Choose from the following options:
 - To move a hotspot, drag the hotspot. Be careful not to drag the hotspot by its handles.
 - To resize a hotspot, drag any of its handles.



- To change the color of a hotspot, click the hotspot color tool and select a color.

Note: Because the hotspot does not appear in the browser, it's important to make the clickable area obvious to the reader when designing an image for image maps.

- To delete a hotspot, choose Edit > Clear, or press Delete.

Layering hotspots in a server-side image map

You can layer overlapping hotspots to change the order in which they are activated (frontmost first, with lower numbers in front of higher numbers). You can move a hotspot forward or backward in the layer order.

To change the layering order of hotspots:

- 1 Select the hotspot.
- 2 Click the Shuffle Hotspot tool, and choose an option from the pop-up menu:



- Bring To Front moves the selected shape to the top layer.
- Send To Back moves the selected shape to the bottom layer.
- Shuffle Forward moves the selected shape forward one layer.
- Shuffle Back moves the selected shape back one layer.

Creating and displaying links in a server-side image map

Once you've added a hotspot, you create a link to it the same way as you link to text or to an image. (For more information, see "Creating a link" on page 91.)

***Note:** You cannot type the links into the Link Location bar when you're creating links for server-side image maps.*

When you add a link, select a hotspot, or drag a link onto a hotspot, the filename of the link appears over the hotspot (or the title of the HTML document appears in the Title field), and the link URL appears in the Link Location bar next to the globe. You can specify a default link to another page to link readers to that page in case they miss the hotspots.

***Note:** It's a good idea to specify a default link, because some image map servers or scripts won't work unless you do. Ask your ISP if your image map script requires a default link.*

You can turn off the link display to make pages appear visually less cluttered.

To create a default link:

Do one of the following:



- Drag a page icon onto the image.
- Drag an anchor icon onto the image.
- Type a URL into the Link Location bar at the bottom of the Page or Image window, and then press Return.

To turn off link display:



Click the check box icon next to the letter A in the toolbar.

Marking the image as a server-side image map

Before you can test the hotspot links for a server-side image map, you must mark the image as an image map.

To mark the image as an image map:

- 1 Click the image to select it.
- 2 To display the Inspector palette, choose Window > Show Inspector.
- 3 Click the Object tab.
- 4 In the Object panel, click the Behavior Map button at the bottom of the panel.

Specifying the location of the server-side image map

Saving a server-side image map also saves a new file containing the hotspot link data with the same name as the image plus the extension *.map*. (For example, the image map for Sun.gif would be Sun.map.) PageMill stores the data file in the same folder as the image, in the format (NCSA or CERN) you set in the Preferences dialog box. (For more information, see “Specifying the server type and site location for a server-side image map” on page 104.)

To implement the links to the server-side image map, you must specify where the CGI script and the image map data file will be stored on the server, with a pathname specific to the server. The pathname can vary depending on how your ISP has set up image maps to work on the server. (Ask your ISP provider, “What’s my link to the map file?”)

Generally, the pathname to the image map is one of two types: an absolute or relative path from your HTML document to the map file that PageMill creates for the image; or a pathname that also includes a reference to the image map script on the server.

If you are using a CERN server, the server may have a variety of configurations. For more information, see the documentation for CERN server clickable-image support, or consult your Webmaster.

To enter the image map location:

- 1 Select the image in the PageMill window.
- 2 Type the pathname of the image map in the Link Location bar at the bottom of the page. For more information, see the following two sections.

**Using relative or absolute pathnames to image map files**

If you are using a Netscape server, such as Netsite, use either a relative or absolute path from your HTML document to the image map file. For example, if the HTML file is in the same folder as an Images folder, and the Images folder contains the map file, type this relative pathname in the Link Location bar. For example:

images/image.map

where *image.map* is the name of the map file associated with the image.

You could also type the full URL to the map file (*http://www.company.com/~username/images/image.map*) or the absolute path from the root of the server to the map file (*/~username/images/image.map*) in the Link Location bar.

Using pathnames to image map files that refer to the CGI script

If you are using an NCSA server, depending on the server software your Web server uses, you may have to specify the directory containing the CGI script and the script name. Then specify the path to the image map data file. For more information, consult your ISP. For example, in the Link Location bar, type:

/cgi-bin/imagemap/~username/images/image.map

where */cgi-bin/imagemap* is the path from the root of the Web server to the image map script called *imagemap*, and */~username/images/image.map* is the path from the root of the Web server to the map file for this particular image map.

(For more information about image maps, telephone the Adobe automated fax-back service at 206-628-5737, and request FaxYI 201325.)

Testing a server-side image map

To make sure that an image map's hotspots work as expected, test the map. To test a server-side map, you must upload your site to a Web server and then test the image map in your browser. You cannot test the image map using pages stored on your computer. If the server-side image map does not work, check to make sure that you:

- Specified the correct root folder location, if necessary, and server type in the Preferences dialog box. For more information see “Specifying the server type and site location for a server-side image map” on page 104.
- Set your line breaks to the platform of your Web server. For more information see “Specifying the server type and site location for a server-side image map” on page 104.
- Specified the correct location of the CGI script and the image map data file on the server, with a pathname specific to the server. For more information see “Specifying the location of the server-side image map” on page 111.
- Selected the Behavior Map option in the Object panel of the Inspector palette. For more information, see “Marking the image as a server-side image map” on page 111.
- Have not resized the image in PageMill. If you need to resize an image used as an image map, resize in an image-editing program such as Adobe Photoshop before you create the image map. If you resize in PageMill, the hotspot coordinates will be incorrect.
- Created a default link for the image map if required by your server.
- Uploaded the contents of your local root (site) folder to your Web server to mirror the directory structure of your Macintosh hard drive. For more information, see “Uploading Your Web Site” on page 153.

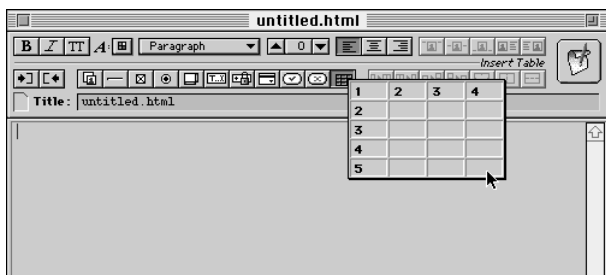
Creating a table



You create a table using the Table button. You can also copy and paste Microsoft Excel® tables (and Excel Clipboard-type data) directly into PageMill.

To create a table:

- 1 If the page is not in Edit mode, click the globe icon in the upper right corner of the Page window.
- 2 Click the page where you want to add a table.
- 3 Do one of the following:
 - Click the Table button in the toolbar, and in the dialog box that appears, specify the size of the table by entering the number of rows and columns. Click OK.
 - Position the pointer over the table button in the toolbar, and drag downward and to the right to indicate the number of rows and columns. This method allows you to create up to 10 rows and 10 columns.



Drag to select table size . . .

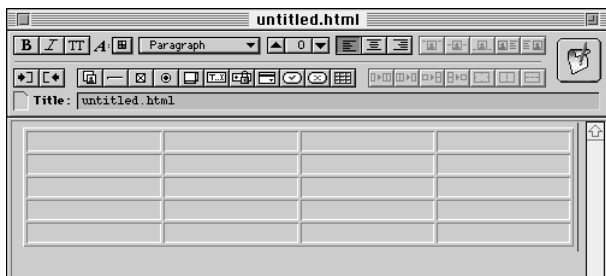


Table appears on page

The table fills the width of the window. You cannot have two tables next to each other.

To add a table from Microsoft Excel:

- 1 Open the table in Microsoft Excel, select the cells you want to copy, and choose Edit > Copy.
- 2 Activate the PageMill page into which you want to paste the table.
- 3 If the page is not in Edit mode, click the globe icon in the upper right corner of the Page window.
- 4 Choose Edit > Paste. The data flows automatically into a table (you do not need to create the table first). You can't paste data into an existing PageMill table.

Selecting a table cell or a table

In PageMill you can select an individual cell, the contents of a cell, multiple cells, or the table itself. You select individual or multiple table cells to format table information. You select an entire table to change its width, add space between cells, or change the number of rows and columns.

To select one or more table cells:

- 1 Click once to place the insertion point in a cell.
- 2 Drag to the border of the cell or cells. The section is outlined with a highlighted border.

To select cell contents:

- Click once to place the insertion point in a cell and display the gray outline around the table. Select as you would any other text.





To select an entire table:

Choose from the following options:

- Click anywhere inside the table to display the gray outline around the table. Click the gray outline. The table is outlined with a thin line.
- Click outside of the table and drag into the table.

Entering data in a cell

To enter or replace data in the cell, type, drag, or cut and paste directly into the cell. The cells gets wider as you enter text. You can shorten a long entry in a table and prevent an awkward design with only a few wide columns by entering a line break. The line break moves the remaining data down one line without inserting an empty line.

Herb	Soil	Location	Height
 Anise	Moist	Part Shade	18 inches
 Basil	Rich	Sun	1 - 2 Feet
 Chevil	Loose	Part Shade	1 - 2 Feet
 Thyme	Any	Full sun	8 inches

To enter text or a number into a cell:

- 1 Click to place the insertion point in the cell.
- 2 Type the text.
- 3 To control the appearance of a cell, choose from the following options:
 - To insert a line break, press Shift+Return.
 - To create a cell that appears empty, insert a space character in the cell.

To copy text, or add images, movies, and sounds to a cell:

Select the text or object you want to add and then drag it into the cell or use cut and paste, just as you would anywhere else on a page. For more information, see “Adding text to a Web page” on page 51 or “Importing an image, movie, or sound” on page 70.

To move through a table:

Choose from the following options:

- Press Tab to move sequentially through the cells.
- Hold down Control and press the arrow keys to move in a specific direction.

- Press Shift+Tab to move to the previous (adjacent left) cell and select everything in that cell. This technique lets you quickly fill in all cells of an empty table without using the mouse.

To delete a cell's contents:

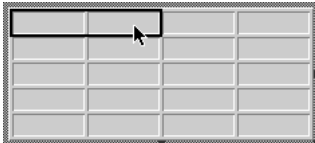
Select the cell contents, and press Delete.

Creating cells that span rows or columns

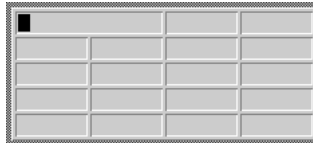
When you create a table, all the cells are the same size and are designed to hold one value. You can make cells span a row or column. Larger cells are useful for entering headings that have additional headings in the next row or column or for creating a special design effect.

To join the cells in a row or column:

- 1 Select two or more adjacent cells.
- 2 Click the Join Cells button in the toolbar.



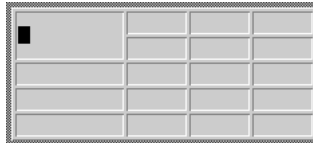
Drag to select cells. . .



Joined cells



Drag to select cells . . .



Joined cells

To unjoin cells:

Choose Edit > Undo Joined Cells before performing any other actions.

Note: While joining cells combines the cell contents, unjoining the cells does not separate the contents.

Formatting and aligning cell contents

You format the contents of a cell just as you do text in a Web page. To change the text appearance, apply any of the paragraph formats or character styles to a cell. For example, to create a bulleted list, select the text and then choose Bullet List from the Format pop-up menu in the toolbar.

You can also change the alignment, color, and relative font size of a cell’s contents. For more information on changing formats, see “Applying paragraph formats” on page 53, “Applying character styles” on page 58, “Changing the font size” on page 60, and “Changing the color of text, links, and the page background” on page 61.

Heading =Bold	Heading +1	Heading +2	Heading =italic
Horiz. align=left	Vert. align=top		
Horiz. align=right			
Horiz. align=center		Vert. align=middle	
			Vert. align=bottom

Note: You must format each cell in a table separately. If you select more than one cell, the text formatting options are dimmed.

By default, a table has the same color as the background color; you can change the color of the cells but you cannot change the color of a table border.

To format and align cells using the Inspector:

- 1 Select one or more cells.
- 2 Choose Window > Show Inspector and click the Object tab.
- 3 Choose from the following:



- To create a header cell, select Header Cell. Some browsers (such as Netscape) display a heading cell in centered, bold type face.
- To prevent text from wrapping, select No Wrap.
- To set alignment, select an option from the Vertical Align and Horizontal Align boxes.

To change the background color of cells:

- 1 Select one or more cells.
- 2 Choose Window > Show Inspector and click the Object tab.
- 3 Choose one of the following options:
 - Choose Custom from the Background pop-up menu, select a color from the color picker, and click OK.
 - Choose Window > Show Color Panel, and drag a color from the color panel onto the Background pop-up menu.

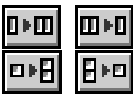
Adding columns and rows to tables

You can easily add or delete rows or columns to or from an existing table.

To add or delete a row or column:

1 Select adjacent cells in a row or column.

2 Choose from the following options:



- To add or delete a column, click the Insert Column or Delete Column button in the toolbar.
- To add or delete a row, click the Insert Row or Delete Row button in the toolbar.
- To add an empty row above the first row (for example, for headings), insert a row and then cut and paste the original first row contents into the second row.



Drag to select row . . .



Inserted row



Drag to select column . . .



Inserted column

Changing the size of columns and rows

You can easily resize rows and columns in the table.

To change row and column sizes:

Move the pointer to the edge of the cell. When the double-headed arrow appears, drag to resize the row or column.

Creating a nested table

Any item that you can place elsewhere on the page—including tables, graphics, and movies—you can also insert in a table. Thus, you can *nest*, or insert, one table inside another. You may want to nest tables when using a borderless table as a design aid, or to format the data in a single cell as a table.

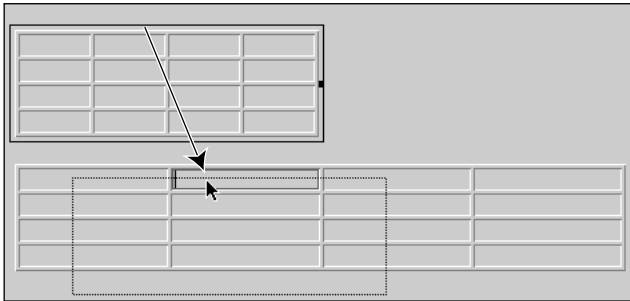
To create a new table inside an existing table:

- 1 Click a cell.
- 2 Position the pointer over the Table button, and drag to define the number of cells in the table. The new table appears inside the cell.

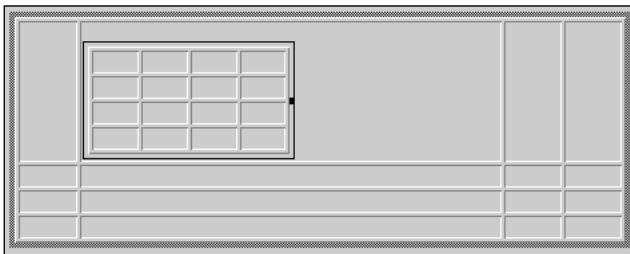
To nest an existing table inside another table:

Choose from the following options:

- Select an existing table, and drag it into a cell.



Drag entire table to a cell in another table



Resulting table

- Select multiple cells in another table, and drag them into a cell.
- Select multiple cells in another table, and copy and paste them into a new cell.

Changing the table size

By default, a table is as wide as the current window. You can change the table width by dragging or using the Inspector.

To resize a table using the handles:

- 1 Click within a cell, and then click the gray border surrounding the table to select it. Handles appear at the right and bottom of the table.
- 2 Drag a handle to resize.

To change the table width:

- 1 Click within a cell, and then click the gray border surrounding the table to select it.



- 2 Choose Window > Show Inspector to display the Inspector palette.

- 3 In the Object panel, for Width, choose from the following size options:

- Percentage: Specify the percentage of the page's width (100% by default)
- Pixels: Specify an amount. If you specify no cell width setting, the value floats and is proportionate to other entries.

Changing the cell spacing and padding

Cell *spacing* is the amount of space between the cells—that is, the width of the shaded lines that separate the cells. Cell *padding* is the amount of space from the edge of the cell to the beginning of the cell's contents. Changing the cell spacing or cell padding affects all cell dividers and cells. (Changing the cell spacing does not affect the border. For more information, see “Adding a border” on page 125.)

To change the cell spacing or padding:

- 1 Click within a cell, and then click the gray border surrounding the table to select it.
- 2 Choose Window > Show Inspector to display the Inspector palette.
- 3 In the Object panel, choose from the following options:
 - In the Cell Spacing text box, enter a pixel value up to 50. (The default is 2.)
 - In the Cell Padding text box, enter a pixel value up to 50. (The default is 0.)

Cell Spacing=2

Cell Spacing=5

Cell Padding=0

Cell Padding=5

Adding a border

A border helps distinguish a table from the page background and from the other objects on a Web page. By default, a table has a border of 1 pixel. You cannot change the border color.

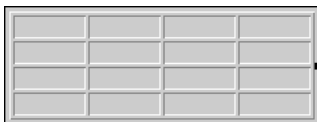
To make it easier to work with tables, turn off the border display in the Inspector until you have finished editing the table.

To change the size of a table border:

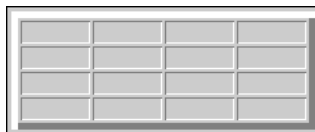
- 1 Click within a cell, and then click the gray border surrounding the table to select it.
- 2 Choose Window > Show Inspector to display the Inspector palette.



3 In the Object panel, enter a pixel value in the Border text box to change the size of the table border, or enter a value of 0 to remove the border.



Border=1



Border=5



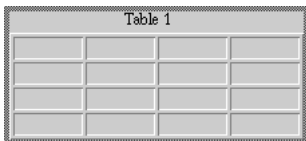
To create the appearance of multiple columns on your page, use tables with 0-width borders.

Adding a caption

You can include a caption for your table to describe its contents. A caption can appear above (the default) or below the table. Usually it's more useful to readers to have the caption above the table so that they know what the table is about before they start reading it.

To add a caption:

- 1 Click within a cell, and then click the gray border surrounding the table to select it.
- 2 Choose Window > Show Inspector to display the Inspector palette.
- 3 In the Object panel, select the Caption option, and click a location above or below the table.
- 4 In the PageMill page, deselect the table.
- 5 Triple-click to select the word *caption* and type a description of the table.



To reposition or remove a caption:

- 1 Click within a cell, and then click the gray border surrounding the table to select it.
- 2 Choose Window > Show Inspector to display the Inspector palette.
- 3 In the Object panel, choose from the following options:
 - To reposition the caption, click a button to the right of the Caption option to select a different location.
 - To remove a caption, deselect the Caption option.

Chapter 8: Creating Forms

A Web page can function as a *form*. A form lets the reader type information and send it to the Web server, which can store, analyze, or act on the information depending on how it is programmed. For example, you can create a Web version of a product catalog and set up one its pages as an order form that readers can use to order products using the Web. You can also use forms, for example, to let readers specify criteria for searching through your database, or for customizing their Web pages; to enter a password; to get customer feedback about products or services; and to collect information about your readers, such as age, income, and interests.

Creating a form involves two steps:

- Adding the form controls and options to a page.
- Linking to a script that acts on the data that the reader enters. This step is more complex because it requires a Common Gateway Interface (CGI) script written in a script or programming language such as AppleScript or Perl. Many Internet Service Providers (ISPs) have basic form CGI scripts already running on their servers (for example, mailing the contents to a particular e-mail address); contact your ISP for more information.

In Adobe PageMill, you can have only one form per page.

About form scripts

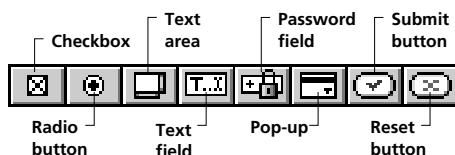
When the reader *submits a form* (presses the button that sends the data to the server), the server processes the data according to a CGI script. A script can simply send the contents of the form somewhere, or it can do more complex tasks, such as collecting data in a database or generating a new page based on the form's content.

Every form you create must have a corresponding CGI script on the server, provided by you or your script programmer. To work properly, this script must recognize the names and values it receives from the form objects on your page. For more information, see “Associating a CGI script with a form” on page 140. (Specific information about programming CGI scripts is outside the scope of this guide, but many sources for CGI information exist on the World Wide Web, or you can consult your Webmaster for information about CGI script programmers in your area.)

Options for forms in Adobe PageMill are limited only by the capabilities of the script programmer and programming language.

Adding form objects

You can add form objects to a page as easily as you can add text, graphics, or links. Form objects are available in the toolbar at the top of the page in Edit mode. (Click the globe icon in the upper right corner of the page to switch to Edit mode.)



The form objects available in PageMill correspond to those available in HTML Version 2.0. In addition, the checkbox, radio button, text area, text field, and pop-up menu objects are standard user-interface objects in the Macintosh operating system. You must understand the guidelines for using standard user interface objects so that your use corresponds to readers' previous experiences with them. (For more information, see a user-interface reference book such as *Macintosh Human Interface Guidelines*, published by Addison Wesley.) The following section describes the basic function of each object.

Adding checkboxes

Use checkboxes when you want readers to choose any combination of alternatives. You can customize each checkbox using the Inspector palette.

To add a checkbox:

- 1 In Edit mode, click the page where you want to add the checkbox.



- 2 Click the Checkbox button in the toolbar.

To add a checkbox group:

- 1 In Edit mode, click the page where you want to add the first radio button.

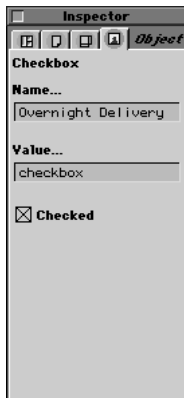


- 2 Click the Radio button button in the toolbar.
- 3 Click to select the checkbox.

4 For each additional checkbox in the group, hold down Option and drag an existing button to copy it next to the previous checkbox.

To customize a checkbox:

- 1 In Edit mode, click to select a checkbox.
- 2 To display the Inspector palette, choose Window > Show Inspector.
- 3 In the Object panel, choose any of the following options to set attributes:
 - Type a name to tell the form script which checkbox is sending data. You can rename the default to describe what the option represents. For example, you could name a checkbox “Overnight Delivery.”
 - Type a value to tell the form script what a selected checkbox means. For example, you could give a checkbox named Overnight Delivery a value of “Yes.”
 - Select Checked to tell PageMill whether the checkbox should be selected by default. For example, you could deselect Checked for a checkbox named Overnight Delivery because it is a more expensive option for a customer.



4 Press Return or Enter.

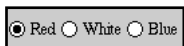


Another way to set a checkbox to be selected or deselected by default is to double-click it on the page when in Edit mode.

5 If you changed the name or value of the checkbox in step 4, check (or have the script programmer check) the new name and value to make sure that they match the values for this checkbox in the CGI script that interprets the form's data.

Adding radio buttons

Use radio buttons when you want readers to select only one alternative from a group, such as a color choice. Selecting a button deselects all other buttons in the group. You can customize each radio button using the Inspector palette.



A radio button group for a Red/White/Blue choice

To add a radio button group:

1 In Edit mode, click the page where you want to add the first radio button.



2 Click the Radio Button button in the toolbar.

3 Click to select the button.

4 For each additional button in the group, hold down Option and drag an existing button to copy it next to the previous button.

To customize a radio button:

1 In Edit mode, click to select a radio button.

2 To display the Inspector palette, choose Window > Show Inspector.

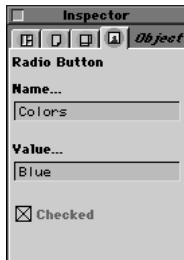
3 In the Object panel, choose any of the following options to set attributes:

- Type a name to tell the form script which radio button group is sending data. A radio button group is defined by buttons with a common name. For example, you could change the numbered default name to a descriptive name for the option, such as “Colors.”

Note: To ensure that all buttons in the radio button group have the same name and that the group work properly, name the button before you Option-drag it.

- Type a value to tell the form script what value to send when the radio button is selected. For example, you could assign a value of “Blue.”

- Select Checked to have one radio button selected by default, and then deselect all other radio buttons in the group. You can select Checked for only one radio button per group.



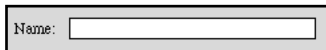
4 Press Return or Enter.

5 If you changed the name and value of this radio button in step 4, check (or have the script programmer check) that the new name and value match the values for this radio button in the CGI script that interprets the form's data.

Adding text fields

A text field lets a reader type text in a form. You can type default text in a text field to guide readers. You can choose from single-line, password, and resizable multiline text fields:

- A *single-line text field* lets readers enter specific information from a range too wide to list using radio buttons, checkboxes, or a scrollable list. Good examples are names, telephone numbers, and filenames.



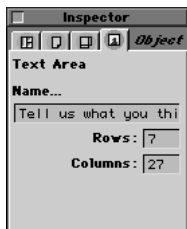
- A *password field* is a special kind of single-line text field. Typing text in a password field displays series of bullets or asterisks that hide the actual text characters. (However, the text is not encrypted.)



Note: To use passwords or to set up security for directories or pages, contact your ISP. Passwords and security usually require scripting or server configuration that is beyond the scope of PageMill.

- A *text area*, or multiline text field, lets a reader type a long passage of text. A text area can be scrolled if the text exceeds the size of the field.

You can also customize a text field using the Inspector palette by renaming the text field (which isn't visible to readers) or by resizing the text field visually or numerically. If you rename a text field, check (or have the script programmer check) that it matches the text field name in the corresponding CGI script.



To add a single-line, password, or multiline text field:

- 1 In Edit mode, click the page where you want to add the text field.
- 2 Type a label for the text field.
- 3 Click the Insert Text Area, Insert Text Field, or Insert Password Field button on the button bar.



- 4 For a single-line or multiline text field, to add text that appears by default, double-click in the text field and type the text.

To rename a text field:

- 1 In Edit mode, click the text field to select it.
- 2 To display the Inspector palette, choose Window > Show Inspector.
- 3 In the Object panel, type a new name in the Name text box.
- 4 Press Return or Enter.

To resize a single-line or password text field visually:

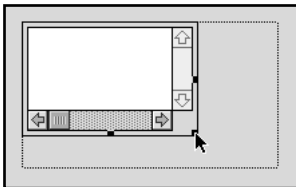
- 1 In Edit mode, click the text field to select it.
- 2 Drag the handle on the edge of the text field to resize the field.

**To resize a single-line text field numerically:**

- 1 In Edit mode, click the text field to select it.
- 2 To display the Inspector palette, choose Window > Show Inspector.
- 3 In the Object panel, type the horizontal dimension of the text field, measured in mono-spaced characters, into the Size text box. The Maximum Length setting controls how many characters the reader can enter into the field.
- 4 Press Return or Enter.

To resize a multiline text field visually:

- 1 In Edit mode, click the text field to select it.
- 2 Drag one of the handles on the edge of the text field as follows:
 - To resize only the horizontal dimension, drag the handle on the right edge.
 - To resize only the vertical dimension, drag the handle on the bottom edge.
 - To resize both dimensions freely, drag the handle on the bottom right corner.
 - To maintain the original proportions, Shift-drag the bottom right corner handle.

**To resize a multiline text field numerically:**

- 1 In Edit mode, click the text field to select it.
- 2 To display the Inspector palette, choose Window > Show Inspector.

3 In the Object panel, type new dimensions as follows:

- Rows specifies the number of lines of text visible.
- Columns specifies the number of monospaced characters visible horizontally.

Adding a hidden field

Hidden fields appear only in HTML code, and do not appear on the form when viewed by readers. The most common use for hidden fields is mailback scripts. For example, many ISPs provide a standard CGI script for receiving form data and mailing to your e-mail box. The CGI script requires a hidden field with the site owner's mail address, so that the script knows what address to send the form information to. (See also Appendix B, "Viewing and Editing HTML Code" on page 163.)

To add a hidden field:

- 1 In Edit mode, click the page where you want to add the hidden field.
- 2 Choose Edit > Insert Invisible > Hidden Field.

The field appears on the page as a small box with an H in it. This marker and hidden fields are visible only in Edit mode. To turn off the display of hidden fields, choose Edit > Hide Invisibles.

To customize a hidden field:

- 1 In Edit mode, click to select a hidden field on the page.
- 2 To display the Inspector palette, choose Window > Show Inspector.
- 3 In the Object panel, choose from the following options to set the attributes:
 - Type a name to tell the form script which hidden field is sending data. You can rename the default to describe what the option represents. The name is determined by the CGI script. For example, the name of a hidden field might be "Mailed from." Ask your ISP or the script designer for the exact name.
 - Type a value to tell the form script what value to send when the hidden field is selected. This value is determined by the CGI script. For example, the value of a hidden field might be a personal e-mail address. Ask your ISP or the script designer for the exact value.
- 4 If you changed the name and value of this hidden field in step 3, check (or have the script programmer check) that the new name and value match those for this hidden field in the CGI script that interprets the form's data.

Adding a pop-up menu or list-selection field

Pop-up menus and list-selection fields let readers choose from a set of alternatives:

- Use a pop-up menu when you want the reader to choose only one item from a group. In this way, a pop-up menu resembles a radio button group, but a pop-up menu takes up less space.
- Use a list-selection field when you want the reader to choose one or more items from a list. However, a list-selection field generally takes up more space than a pop-up menu, and it is less intuitive for making multiple selections than a group of checkboxes. To create a list-selection field, you create a pop-up menu first, and then convert it to a list-selection field.

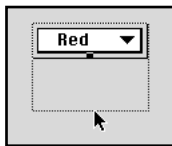
To add a pop-up menu:

- 1 In Edit mode, click the page where you want to add the pop-up menu or list-selection field.
- 2 Type a label for the pop-up menu.
- 3 Click the Pop-Up Menu button in the toolbar.



To convert a pop-up menu to a list-selection field, or vice versa:

- 1 In Edit mode, click the pop-up menu.
- 2 Drag the handle at the bottom of the item border, as follows:
 - To convert a pop-up menu to a list-selection field, drag the handle down until the field becomes the size you want.
 - To turn a list-selection field into a pop-up menu, drag the handle up until only one item appears.



- 3 Click outside the pop-up menu or list-selection field.

To set up the choices in a pop-up menu or list-selection field:

- 1 In Edit mode, double-click the pop-up menu or list-selection field.
- 2 Choose Edit > Select All.

3 For each entry, type the entry and then press Return.

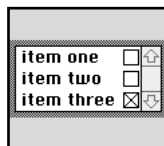


4 Make an item a default selection by choosing from the following options:

- For a pop-up menu, drag the triangle to position it next to a menu item.
- For a list-selection field, check the box next to an item in the list. (These checkboxes are for setting the default only, the reader will not see these checkboxes but will simply choose one option.)



pop-up menu

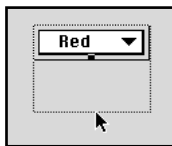


list-selection field

5 Click outside the pop-up menu or list-selection field.

To resize a list-selection field visually:

In Edit mode, click the list-selection field and drag the handle at the bottom of the item border to resize it.



To resize a pop-up menu or list-selection field numerically:

- 1 In Edit mode, select the pop-up menu or list-selection field.
- 2 To display the Inspector palette, choose Window > Show Inspector.

3 In the Object panel in the Items Visible text box, enter the number of items to display in the list-selection field. Additional items won't be visible until the reader scrolls the field.

Note: Typing a value of 1 into the Items Visible option converts the field to a pop-up menu.

To make multiple choices when browsing a list-selection field:

In Edit mode, click the selections you want in the list-selection field.

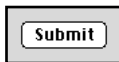
To allow or disallow multiple choices in a pop-up menu or list-selection field:

- 1 In Edit mode, select the pop-up menu or list-selection field.
- 2 To display the Inspector palette, choose Window > Show Inspector.
- 3 In the Object panel, select or deselect the Allow Multiple Selections option.

Note: Selecting Allow Multiple Selections for a pop-up menu converts it to a list-selection field.

Adding Submit and Reset buttons

A Web page form does not send any form information to the Web server until the reader explicitly requests it to do so. Typically, readers send information by clicking a Submit button, and can clear a form and start over by clicking a Reset button. The exact names and appearances of the Submit and Reset buttons vary. Some Web pages use a graphic for a Submit button to match the graphic identity of the page. In PageMill, you can use only one Submit button per form.



To add a Submit or Reset button:

- 1 In Edit mode, click the page where you want to add the button.
- 2 Click the Submit Button or Reset Button button in the toolbar.



To change the text inside a Submit or Reset button:

- 1 In Edit mode, double-click the Submit or Reset button; then double-click the text inside it.
- 2 Type the text you want. The button will resize to accommodate the new label.

Using an image as a Submit button

To make a Submit button more visually consistent with the page design, you can create an image in another program and use it as a Submit button.

To use an image as a Submit button:

- 1 In Edit mode, click the image that you want to use as a button.
- 2 To display the Inspector palette, choose Window > Show Inspector.
- 3 In the Object panel, select the Behavior Button option.

Associating a CGI script with a form

Clicking the Submit button causes the browser to send the values of every option and text field on a form to the Web server. Each form must have a corresponding CGI script on the server — provided by you or by your script programmer—that recognizes and can process the names and values it receives from the form objects on your page. Work with the CGI script programmer to ensure that the form objects' names and values are consistent with those in the script. For more information about setting up names and values of form objects, see “Adding form objects” on page 130.

***Note:** PageMill does not support multiple forms (scripts) on a single page.*

To associate the appropriate CGI script with a form:

- 1 If the page is not in Edit mode, click the globe icon in the upper right corner.
- 2 To display the Inspector palette, choose Window > Show Inspector.
- 3 Click the Form tab.
- 4 Type the pathname for the CGI script into the Action text box.



- 5 In the pop-up menu to the right of the Action option, choose Get or Post. For more information about which option to choose, consult your script programmer or contact your ISP.

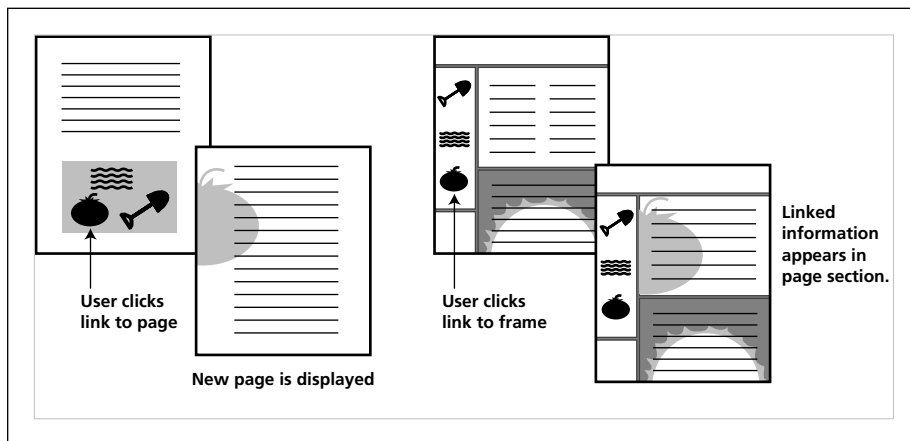
Chapter 9: Using Frames

Frames divide a browser window, so that more than one Web page can be shown at once. Frames appear as small separate windows. The contents of each frame is a separate page (and separate file) with its own URL, independent of other frames.

Frames let you create pages where only sections change. They are useful for displaying stationary items, such as a company logo or a navigation bar, and for displaying tables of contents or indexes, where clicking a word or image in one frame brings up a detailed description of the topic in an adjoining frame.

While both standard pages and frames use links to move to different locations, they differ in these ways:

- Clicking a link to a standard page displays the linked contents by replacing the contents of the open window or by opening a separate, overlapping window.
- Clicking a link to a frame opens the linked contents in only a section of the page, leaving the other parts of the page unchanged. The frame in which the link opens is the *targeted* frame. For more information, see “Targeting links in frames” on page 151.



Creating a frame

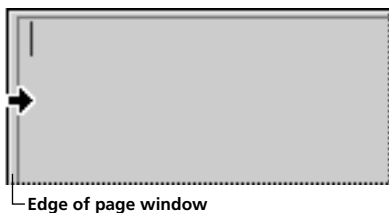
In PageMill, dividing a page into frames is as simple as dragging a border. When you divide a page into frames, you're creating a *frameset*. In addition to a file for the contents of each frame in a page, each frameset also has its own file which describes the layout and contents of the frames in the frameset. This file is created automatically by PageMill.

You can have as many frames in a frameset as you want. (Keep in mind that too many frames may make a page look cluttered and may restrict how much of the frame contents appear—such as only a few words or a small image.)

Not all browsers support frames but Netscape Navigator 2.0 and later, MicroSoft Internet Explorer 3.0 and later, and AOL Web browser 3.0 and later do. If a browser doesn't support frames, readers won't see anything. However, an explanatory message appears in browsers that don't support frames. You can edit this message to display what you want to appear in place of the frames.

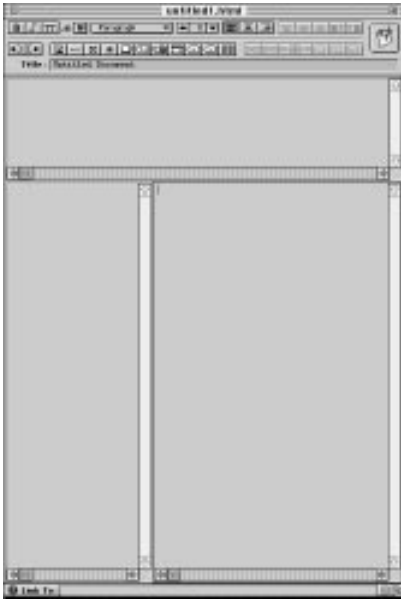
To create a frame:

- 1 If the page is not in Edit mode, click the globe icon in the upper right corner of the page.
- 2 Press Option and position the pointer just inside the thin line at the edge of the window until an arrow appears, indicating the direction to drag to create a frame.



3 Choose from the following options:

- Option-drag vertically or horizontally to create a frame.



Resulting frames on page

- Command-Option-drag the frame border to create a frame the full width or height of the window border.



- Place the insertion point in the page and choose Edit > Split Vertically or Edit > Split Horizontally. (You can also use this option to divide existing frames.)

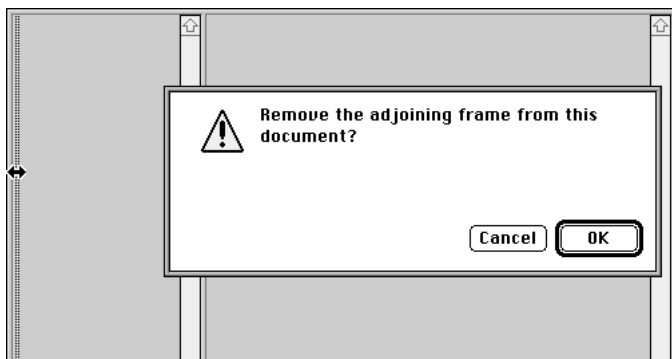
Note: To view the HTML code for frames, select the frame and choose Edit > HTML Source. You cannot view the source code for the frameset page.

To undo a frame:

Immediately after creating a frame, choose Edit > Undo Create Frame.

To remove a frame:

Position the pointer over the thin line that defines the frame border. When you see the double-edged arrow, drag the frame border horizontally or vertically over the opposite border of the frame. You will get a message asking if you want to delete the frame. Click OK.



To change the explanatory message for browsers that don't support frames:

- 1 Open a page containing frames.
- 2 Choose Edit > No Frames Message. The default no frames message appears in a separate window: "Viewing this page requires a browser capable of displaying frames."
- 3 Edit the message or type a new message into a separate HTML page, drag and drop the text into the window, and choose Edit > Save Frameset.

For more information on providing alternatives for nonframe browsers, see <http://www.webmonkey.com/html/>.

Adding content to a frame

You can add elements to a frame as you would to any other Web page. You can also create a frame and then insert into it an existing page, and you can have one frameset within another frameset.

Once you save a frame, you can add links to it as you would create any link. For more information, see “Saving frames and framesets” on page 149 and Chapter 5, “Creating Links.”

To open a page in a frame:

- 1 Click within the frame to select it.
- 2 Do one of the following:
 - Choose File > Insert Page, select a file from the Open dialog box, and click Open.
 - Choose File > Insert New to insert a new blank page in the frame.

To add content to a frame:

- 1 In Edit mode, select the frame into which you’ll add content.
- 2 Do one of the following:
 - Choose File > Place (or click the Place Object button in the toolbar) to insert an image or other media object.
 - Drag selected items from an open page to the frame.
 - Choose Edit > Copy or Cut to copy or cut a selection or a page; then choose Edit > Paste to paste it into a frame.

Editing the frame layout and settings

Within a frame, you can specify different settings, such as the layout and size of frames, and whether scrollbars are visible. These settings are stored in the frameset file. You can adjust the following settings for frames:

- The frame name. Each frame is named by default as Framexxx, where xxx is a randomly generated number. Names are used by other pages to designate a target for a link.
- The size of a frame. You can resize a frame visually or precisely, using the Inspector palette to specify the frame width and height.

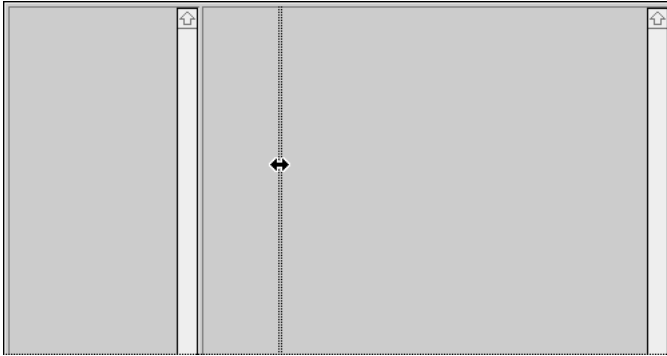
- Margins that determine how much space remains between the edge of the frame and the top, bottom, and sides of the page.
- Whether scrollbars appear automatically with all frames. You can hide the scrollbars or make them appear only when the page in the frame exceeds the frame dimensions.

To rename a frame:

- 1 Click within a frame to select it.
- 2 To display the Inspector panel, choose Window > Show Inspector.
- 3 In the Frame panel, select the default name and enter a new name. It's best to give the frame a name that easily identifies the frame contents, for example, a frame containing a table of contents might be named TOC. Don't use special characters or spaces in a frame name.

To resize a frame visually:

- 1 Move the pointer over an edge of the frame that abuts another frame until a double-headed arrow appears.
- 2 Drag to resize the frame. You can't resize by dragging from the outside edges of the window.





Text in left frame cut off



Frame resized

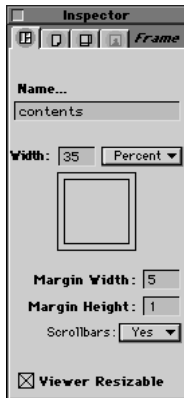
To resize a frame using the Inspector palette:

- 1 Click within a frame to select it.
- 2 To display the Inspector panel, choose Window > Show Inspector.
- 3 In the Frame panel, for Width, choose a unit of measurement, then enter a value:



- Choose Pixels and enter a value for the width in pixels.
- Choose Percentage and enter a value to specify what proportion of the browser window will be used to display the frame. 100% width equals the width of the window. You can use the Percentage option, for example, to have a navigation menu display at the browser window's full width.

Note: If the combined frame widths do not equal the width of the browser window, the browser will adjust the frames by proportionally increasing or decreasing the frame dimensions.



- Choose Relative and enter a number to specify the size of the frame as a proportion of the remaining width of the frameset. For example, suppose you had a frameset with four vertical columns. You set the first column width to 100 pixels, the second column to a relative size of 4, the third column to a relative size of 1, and the fourth column to a width of 100 pixels. After the 200 pixels for the first and fourth column were allotted, the remaining space in the frameset would be divided proportionally between the two center frames. The second frame would get 4 times as much space as the third frame.

4 To make a frame resizable in the browser, select the Viewer Resizable option.

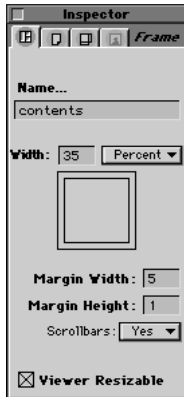
To set frame margins:

- 1 Click within a frame to select it.
- 2 To display the Inspector panel, choose Window > Show Inspector.
- 3 In the Frame panel, for Margin Height and Width, enter new pixel values. Margins must be at least 1 pixel.

To set the display of scrollbars:

Choose one of the following Scrollbar options from the pop-up menu:

- Yes to always show scrollbars.
- No to never show scrollbars.
- Auto to show scrollbars only when necessary.



Saving frames and framesets

You must save a frame before you can create a link, and you're also prompted to save before closing a page that contains unsaved frames. You must save each individual frame page and the frameset file to preserve the page contents and layout. You can also save a copy of the frameset.

To save the contents of a frame:

- 1 Click within a frame to select it.
- 2 Choose from the following options:
 - Choose File > Save Frame. If you're saving the frame for the first time, PageMill names the page with the name of the frame plus the .html extension.
 - Choose File > Save Frame As to rename the frame. Name the page with a .html extension.
 - Choose File > Save A Copy As to rename and save a copy of the frame page.
- 3 Click Save.

To save the frameset file:

1 Choose one of the following commands:

- File > Save Frameset to name and save the layout and configuration of a frameset for the first time, or to replace an existing frameset's layout and configuration.
- File > Save Frameset As to rename and save a frameset's layout and configuration.
- File > Save Frameset Copy As to rename and save a copy of the frameset's layout and configuration.
- File > Save Everything to save any content changes to individual frames and to save the frameset file.

2 Name the file, and click OK.

To revert to the last saved version of a frame or a frameset:

Do one of the following:

- Click within a frame to select it and Choose File > Revert to Last Saved to go back to the last saved version of a frame
- In a page that contains frames, choose File > Revert to Last Saved Frameset to go back to the last saved version of a frameset.

Printing frames

You can print the contents of a selected frame as individual pages.

To print a frame:

- 1 Click within the frame to select it.
- 2 Choose File > Print Frame.

Targeting links in frames

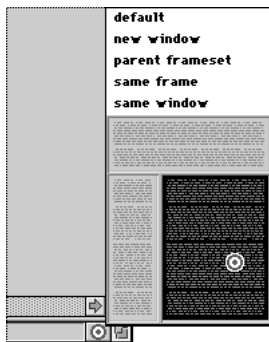
When you want a link to display in a specific frame in a frameset, you target the frame when creating the link.

To set a target frame using the icon:

- 1 In Edit mode, triple-click to select a link in a frame.
- 2 Do one of the following:
 - Position the pointer on top of the link and press to display a pop-up menu.
 - Click the target button in the lower right corner of the frameset window to display a pop-up menu.

The pop-up menu allows you to target named frames in the current frameset or choose from a menu of targeting options.

- 3 Drag the target icon over the frame you want to display the link.



To target a frame using the pop-up menu:

- 1 In Edit mode, triple-click to select a link in a frame.
- 2 Do one of the following:
 - Position the pointer on top of the link and press to display a pop-up menu.
 - Click the target button in the lower right corner of the frameset window to display a pop-up menu.
- 3 Choose an option from the pop-up menu, as follows:
 - Default, to display the linked contents in the same page as the link.
 - New Window, to display the linked contents in a new window.
 - Parent Frameset, to display the linked contents in a window with the same frame layout as the top-level frameset of the frameset containing the linked contents.
 - Same Frame, to display the linked contents in the same frame as the link.
 - Same Window, to display the linked contents in a window or frame with the same layout as the frameset containing the linked contents.



Viewing frames

You can move forward and backward in frames to view linked pages.

To navigate in frames:

Switch to preview mode, click in the frame then hold down the mouse button. Choose Back in Frame or Forward in Frame from the pop-up menu.

Chapter 10: Uploading Your Web Site

Your Web site becomes visible to other people only after you upload your Web site's HTML page files to the Web server publishing your site.

Uploading your Web site

Before you upload your site, check for and correct any linking errors among your pages, and make sure that every HTML page file, image, and subfolder on your site is contained within a single folder on your computer.

On the Macintosh, if you create a Web site inside the local root (site) folder, you must upload everything in that folder (HTML documents, images, subdirectories) using the FTP program. The directory (or local root folder) structure on the Web server must *mirror* (or match) the directory structure on the Mac, to avoid breaking links. Ask your Internet Service Provider (ISP) for help on how to upload your Web files.

If you are not publishing the files from your own computer or administering the Web server yourself, the way you transfer your site to the Web server depends on how you get to the Web:

- If you are using an ISP, talk with the Webmaster to determine how to transfer your pages to the Web server. In most cases, you may have FTP access only, so that you have to use FTP software such as Dartmouth's Fetch® to transfer the files to the server. For more information, see "Making a Fetch file transfer go smoothly" on page 154. Your ISP may request that you send your files on removable media, such as floppy disks or a ZIP drive.
- If you work for a company that gives you file access to its Web server, you may be able to mount the server as a networked volume on your computer. This action lets you transfer your pages simply by copying them to the server from your desktop computer the way you would any other file. Again, consult with your company's Webmaster to see if you have this option.

For more information, see "About the World Wide Web" on page 33.

Making a Fetch file transfer go smoothly

Dartmouth's Fetch is a popular FTP file-transfer utility you can use to transfer files to a UNIX-based Web server. Fetch is available at <http://www.dartmouth.edu/pages/softdev/fetch.html> and from the Info-Mac archive mirror sites on the World Wide Web. Links to the Info-Mac archives appear on many Web sites that provide information about the Macintosh computer. Ask their ISP for support when uploading your files, as it is the provider's responsibility to help you. Also see the following tips.

***Note:** Fetch is an FTP file-transfer utility maintained by Dartmouth University, not to be confused with Extensis Fetch®.*

Tips to make transfers smoother

If you use Fetch to transfer your files to the Web server, consider the following tips to help make transfers more smooth:

- If Fetch prompts you for the file type, specify Raw Data. (For more information, see the section that follows, "Setting up Fetch preferences.")
- Use the Raw Data format when you're uploading graphics or other cross-platform files.
- Do not include spaces in filenames or characters other than A to Z, a to z, 0 to 9, and _ (underscore). If you include spaces, Fetch converts them to underscores. This changes the filenames, which breaks all of the links on your site. If you are uploading to DOS servers, you can use a single period, hyphens (-), and tildes (~). Windows NT supports these characters as well as UNIX and Macintosh platforms.
- If you are transferring to a UNIX file server, be aware that UNIX is case-sensitive. For example, Test.html and test.html are considered two different filenames.
- Set up preferences. See the following section for more information.

Setting up Fetch preferences

In Fetch 3.0 or later, you can set Upload Preferences to prevent Fetch from adding extensions to your files and breaking file links.

To set up preferences in Fetch:

- 1 In Fetch, choose Customize > Preferences, and click the Upload tab.
- 2 For the default text format, choose Text from the pop-up menu.
- 3 For the default nontext format, choose Raw Data from the pop-up menu.
- 4 Deselect the Add .txt Suffix to Text Files option to prevent Fetch from changing the filename suffix and breaking any links to the file.
- 5 Click OK.

To upload files from Fetch on computers running System 7.5. or later:

Select Automatic in the Fetch window to have the application automatically upload files in the appropriate format.

To upload files from Fetch on computers running System 7.1.2. or earlier:

- 1 Choose Remote > Put Files and Folders.
- 2 Locate the file or folders you want to upload and click Add.
- 3 Click Done.
- 4 Click OK to confirm your selection. Make sure the Text File format is set to Text and the Other Files format is Raw Data.

If you upload files singly, be sure to put them in the right folders.

Appendix A: Troubleshooting

This appendix contains solutions to problems you may encounter when using Adobe PageMill. For last-minute information not included in this book, see the ReadMe file installed with the application.

Before you call technical support

Before calling technical support to report a problem, performing the following steps can solve many problems and often eliminates the need for telephone assistance.

To solve preliminary problems before calling technical support:

- 1 See the ReadMe file installed with the program for last-minute information not included in this user guide.
- 2 Restart your computer without loading system extensions, choosing from the following options:
 - Under System 7.5, quit all open applications, hold down the Shift key, and choose Special > Restart; when the machine restarts and the desktop appears, release the Shift key. Or turn off unnecessary system extensions using an extension manager such as Apple's Extensions Manager (included with System 7.5). Then see if the problem reoccurs.
 - Under System 7.1, drag system extensions to a folder outside the System Folder, and restart. Then see if the problem reoccurs.
- 3 Quit Adobe PageMill if it is still running, and throw away the Adobe PageMill Preferences file (by dragging it from the Preferences folder in the System Folder to the Trash), and empty the Trash. Then see if the problem still exists. Restart your computer without loading system extensions, following step 2; reinstall Adobe PageMill. Then restart with extensions on and see if the problem still exists.
- 4 Don't delete the files from the Web before calling. Customer support may need to look at the files over the Web to determine the problem.
- 5 If the problem is with forms or CGI scripts, have the URL of the online help page available.

6 Refer to the following Adobe sources for technical documents about PageMill that address the problem:

- At the Adobe home page at
<http://www.adobe.com/supportservice/custsupport/tssearchdb.html/>

This database functions like a net search and lets you look at the same documents that the Adobe technical support staff uses to troubleshoot calls.

- On the Adobe BBS, at 206/623-6984 in the Adobe PageMill 1.0 conference
- On the Adobe automated fax-back system, Adobe FaxYI, at 206-628-5737
- Via e-mail, by sending an Internet e-mail to the auto-responder at techdocs@adobe.com. Enter the desired document number in the subject field of the message. If you have never used the system before or if you don't know the number of the document, enter Help into the subject line of the e-mail message.

Common problems

This section describes common problems and their solutions.

Can't select, edit, or drop anything on a page; or the Inspector palette is inactive

Make sure that the page is in Edit mode rather than Preview mode. Click the PageMill globe icon that appears in the upper right corner of the page in Preview mode to switch to Edit mode.

Page icon is blank

If no page icon appears to the left of the Title field at the top of the page, it means you haven't saved the page. Save the page with an *.htm* or *.html* suffix and the icon will appear.

Unexpected question marks on the page



If question marks appear in an opened HTML file, the file may contain an error such as overlapping tags, nonsupported tags, or illegal usage; or the file may not be in the HTML format. If the page otherwise looks fine, you can delete the question marks, or edit the noninterpreted HTML code in the Inspector palette, and then save a new HTML file. For more information on editing HTML code, see Appendix B, "Viewing and Editing HTML Code."



Question marks appear in place of an image

If the question mark and pathname appears in place of an image, relink the image files or increase the amount of memory allotted to PageMill. (See Chapter 5, “Creating Links”.) In the Finder, select the Adobe PageMill icon and choose File > Get Info. Increase the preferred size and then close the Get Info window.

Questions marks are displayed in the browser in place of an image

If an image is not appearing in a document when viewed in a Web browser, try one of the following solutions:

- Change the browser’s preferences to display GIF and JPEG images automatically.
- Check the filenames and if necessary, add the .gif or .jpeg (or .jpg) extension to the filename, then reinsert or relink the images.
- Change the name of your Web site images and folders to names that conform to the UNIX file-naming standards, then reinsert or relink the images.
- Upload the image to the Web server as Raw Data. For more information see Chapter 10, “Uploading Your Web Site.”
- Upload your files to the Web server all at once. Uploading files individually can place them in different locations causing the local root folder and the remote Web server to have different structures. See “Step 3: Structure your Web site” on page 43 and Chapter 10, “Uploading Your Web Site.”

Colors in an imported image don’t match the original

Try converting the original CMYK image to RGB using an image-editing application such as Adobe Photoshop. Preview and adjust the colors, and then import the image into PageMill.

PageMill defines color using the RGB color model, used by computer monitors and GIF files to display colors. Applications that define color using the CMYK color model are often those designed for printed graphics, such as Adobe Illustrator®. When importing images, PageMill converts to RGB any images that were defined using CMYK colors. The conversion can shift colors because the color range of the CMYK model differs significantly from the RGB model. For more information, see “Use a dither-free Web palette in your image-editing application” on page 39.

Image map hotspots aren't active

Try the following:

- In the Object panel of the Inspector palette, make sure that the Behavior option for the image is set to Map.
- If the image map doesn't work from the server through a browser, check the image map location in the Object panel of the Inspector palette. The location should have the correct path, expressed in the proper syntax for your Web server type.
- Be sure to preview your site from a true Web server. If it is a server-side image map, you cannot preview image links on your computer.

Can't test a link to a page on a remote server

Adobe PageMill is currently not a full Web browser, so you can only test links to files actually stored on your computer.

Try the following:

- Test the link after you have uploaded your Web site.

Not enough memory

Try the following:

- Close unused images or HTML documents open in other windows.
- Quit other applications.
- Turn off unnecessary system extensions using an extension manager such as Apple Extensions Manager (included with System 7.5), drag them to a folder outside the System Folder, and restart.
- Increase the amount of memory Adobe PageMill uses. In the Finder, select the Adobe PageMill icon and choose File > Get Info. Increase the preferred size and then close the Get Info window.

QuickTime movies doesn't display properly or won't play

Try the following:

- Make sure that the QuickTime Player plug-in is installed in the Plug-Ins folder.

- Make sure that the proper version of QuickTime is installed on your system. On the Macintosh, PageMill requires that you have QuickTime 2.1 installed on your system.
- Double-click to start movie playback.
- The movie may not be flattened. For more information, request documents 200309 and 143604 from the Adobe automated fax-back system, Adobe FaxYI, at 206-628-5737.

PDF file can't be read

Make sure that:

- Adobe Acrobat 3.0 is installed.
- The PDFViewer plug-in module is installed in the PageMill Plug-ins folder.

Movie, PDF file, or animation doesn't preview properly

- Try viewing the movie, file, or animation in Netscape or Microsoft Internet Explorer. If it still doesn't preview correctly in these browsers, the problem may be caused by a limitation of the QuickTime, PDF Viewer, or Shockwave plug-in module and not by PageMill.
- Make sure the Netscape plug-in is in the Netscape browser's Plug-in folder and in the Adobe PageMill Browsers Plug-ins folder (inside the Adobe PageMill Plug-ins folder).

Appendix B: Viewing and Editing HTML Code

HTML stands for HyperText Markup Language and is used to describe the structure of Web pages. Each file you create in Adobe PageMill contains the HTML source code for that page.

While you don't need to know HTML to create your Web pages, there may be times when you want to make slight changes in the HTML source code. For example, you might want to insert blinking text or other HTML tags not currently supported in PageMill (if you insert nonsupported code you will not be able to preview the effect in Preview mode). You might also want to check the HTML source code to verify the naming of one of your objects or links.

Viewing the HTML code

HTML code consists of ASCII text formatted by codes called *tags*. Tags appear in brackets. These tags are used by the browser to interpret the way the page should be displayed. HTML indicates the type of object you're inserting (image, table, frame, and so on), text formatting, and the names and locations to the links in the page and so on. For example,

```
<BLOCKQUOTE>
  <H4 ALIGN=CENTER>Welcome to our online catalog. Now you can order any item
  in stock by using our new interactive <A HREF="EWOrder.html">Order
  Form</A>.<STRONG><KBD>
    </KBD></STRONG></H4>
</BLOCKQUOTE>
```

Most of the time, you don't need to worry about the HTML source code; it's generated automatically behind the scenes.

You can look at the source code for any Web page. You can drag and drop page items onto a page in Source view, and PageMill converts them automatically to source code, and vice versa—dragging source code onto a PageMill page in Page view converts the code to what it describes, such as a graphic or text. The HTML source code is the PageMill interpretation of the code, until you save the file. For example, if you open a file containing the code <CENTER>, PageMill displays it in Source view as <P ALIGN CENTER>. Once you save the file, the on-screen display matches what is on your disk.

To show or hide the HTML code for a page:

- 1 Open the page in PageMill.
- 2 Choose Edit > HTML Source. The command switches to either display or hide the HTML code.

The HTML source code is color-coded so you can identify the elements easily. You can change the display colors of comments and tags in the HTML Source view:

- HTML tags appear in blue.
- Text on a page appears in black.
- Comments appear in red.

To change the color codes:

- 1 Choose Edit > Preferences.
- 2 Scroll to the <Tag><\Tag> HTML icon, and select it.
- 3 In the HTML Source View section, choose a Comment or Tag color option: Default or Custom. If you choose Custom, select a new color from the color picker or Color panel.
- 4 Click OK.

Editing HTML code

PageMill has several features that are useful for editing a page's source code. Some make it easier to read the code, and others protect the code from changes when the browser interprets it. You can hide these editing items when you view the page in Edit or Preview mode.

You can also specify how HTML interprets text set to a relative font size and aligned paragraphs, using the Preferences command.

To edit in HTML Source view:

- 1 Choose Edit > HTML Source to switch to the Source view.
- 2 Click in the line of code where you want to add a comment or a hidden field.
- 3 To add a comment in HTML, choose Edit > Insert Invisible > Comment. Type your comment between the dashed lines. The brackets and two dashed lines must surround the comment, for example, <!--Comment-->. The comment text changes from red to blue.



Comments are notes to yourself and do not show up in the browser. Some examples of comments you could add include: “Give credit to the photographer in this frame” or “Leave room for the trademark.” When Edit > Show Invisibles is chosen, comments appear as an icon in Page view.



4 To add an anchor in HTML Source view, choose Edit > Insert Invisible > Anchor. An anchor name appears in the source code. When Edit > Show Invisibles is chosen, hidden anchors appear with an anchor icon. For more information about anchors, see “Creating an anchor” on page 95.



5 To add a margin break, choose Edit > Insert Invisible > Margin Break. The code `<BR CLEAR="ALL">` appears in the source code. When Edit > Show Invisibles is chosen, invisible margin breaks appear as a return arrow icon.

Note: You can also enter comments, anchors, and margin breaks in Page view.

To set how HTML interprets relative font size:

- 1 Choose Edit > Preferences.
- 2 Scroll to the `<Tag><\Tag>` HTML icon, and select it.
- 3 In the HTML Syntax section, choose a Font Size option to determine how a browser displays relatively sized text: Size Attribute to have the browser use its default tag, or `<Big>&<Small>` Tags to use `<Big>` and `<Small>` settings.
- 4 Click OK.

For more information about relative font sizes, see “Changing the font size” on page 60.

To specify how HTML interprets paragraph alignment:

- 1 Choose Edit > Preferences.
- 2 Scroll to the `<Tag><\Tag>` HTML icon, and select it.
- 3 In the Alignment section, specify how HTML interprets paragraph alignment options: `<P>` Tag to insert a blank line before the alignment setting, or `<Div>` Tag to insert a `<Div>` tag (preferred by Netscape browsers) before an alignment option.
- 4 Click OK.

For more information about paragraph alignment, see “Changing paragraph alignment” on page 57.

Using HTML placeholders



You can prevent PageMill from examining or changing HTML code using the Edit > Insert Placeholder command. This command instructs PageMill to leave the enclosed HTML alone. The Placeholder command inserts two special comments in the HTML page: `<!--NOEDIT -->` and `<!--/NOEDIT -->`. (You can also place the `<!--NOEDIT-->` and `<!--/NOEDIT-->` comments in your HTML files before opening them in PageMill, to keep PageMill from examining and possibly altering portions of your files you want left alone.) The placeholder appears as an icon in Page view.

When PageMill reads in an HTML page, any text between these two comments are stored as a Placeholder, and PageMill won't parse the text between the comments. The Placeholder displays a small icon in the text flow. You can use the Inspector palette to have a custom image (such as a graphic representation of what the HTML does) appear instead of the icon. You can edit the enclosed HTML directly in the Inspector palette, or in HTML Source view. PageMill remembers the Placeholder between sessions.

These special comments also support pseudo attributes for placing an image in the PageMill page instead of the little icon. These attributes look exactly like an image tag. For example:

```
<!--NOEDIT SRC="counter.gif" WIDTH=100 HEIGHT=50 -->  
<SPECIAL_COUNTER_TAG>  
<!--NOEDIT-->
```

Note: There are no spaces between “`<!--`” and “`NOEDIT`.” Don't omit the closing “`-->`,” because they are comments.

Tagging paragraphs

Pressing Return when editing a page inserts a blank line between paragraphs (`<P>`). Pressing Shift+Return starts a sentence on the next line without inserting a blank line in between (`
`).

Using Java scripts

PageMill 2.0 does not test or run Java scripts, but you can open pages that contain them.

When PageMill encounters a `<SCRIPT LANGUAGE =...>` tag inside the `<HEAD></HEAD>` tag, it must process any HTML inside the script in order to find the `</SCRIPT>` tag. To prevent PageMill from altering the script, insert the placeholder `<!--NOEDIT-->` and `<!--/NOEDIT-->` before and after the script, instructing PageMill to ignore the script. For more information, see “To set how HTML interprets relative font size:” on page 165.

Alternatively, place a `<!--` on the LINE before the script begins, and a `-->` on the line after the script ends. Netscape and PageMill will treat the entire script as a comment and won't process it; Java, however, won't see the comment command and will process the script as expected.

Appendix C: Keyboard Shortcuts

Adobe PageMill provides keyboard shortcuts as alternatives to using the mouse. You can find most keyboard shortcuts on the menus next to the corresponding command. The following shortcuts are not found on the menus.


Page

RESULT	ACTION
Switches between Preview and Edit modes	⌘+ Control + spacebar



Button bar

RESULT	ACTION
Place image	⌘+ Control + 1
Horizontal rule	⌘+ Control + 2
Checkbox	⌘+ Control + 3
Radio button	⌘+ Control + 4
Multiline text area	⌘+ Control + 5
Single-line text field	⌘+ Control + 6
Password text field	⌘+ Control + 7
Pop-up menu	⌘+ Control + 8
Submit button	⌘+ Control + 9
Reset button	⌘+ Control + 0

Aligning a paragraph

RESULT	ACTION
Aligns left	⌘+ Control + 
Aligns center	⌘+ Control + 

Aligning an image with text

RESULT	ACTION
Switches between top and middle alignment	⌘+ Control + 
Switches between middle and bottom alignment	⌘+ Control + 

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